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ABSTRACT

This handbook is published for compliance of all departmental personnel within Intercollegiate Athletics at the State University of New York, Brockport. The purpose of this document is to provide an opportunity for all line and staff personnel (and other interested administrators and Brockport Athletic Committee members) to become familiar with pertinent data relative to the assignments, duties, and responsibilities of personnel within the athletic department. In addition, the handbook affords general information relative to institution regulations and informs segments of the college community of departmental policies, procedures and practices. It provides an outline of many of the policies and practices which are essential for a well-run athletic department, regardless of the level on which it exists. (JD)

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INTERCOLLEGIATE ATHLETIC HANDBOOK

by:

Dr. William F. Stier, Jr.

Athletic Director
Chairperson/Professor:
Physical Education
and Sport

STATE UNIVERSITY OF NEW YORK

Brockport, New York 14420

September 1, 1985

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Scope Of This Departmental Handbook

This handbook is published for compliance of all departmental personnel within Intercollegiate Athletics. The appointment of faculty and/or staff members is to be governed by various departmental documents, the department handbook as well as institutional policies. Faculty and staff members are urged to become familiar with the information contained within this document.

Deviations from the established procedures described herein are not authorized without written permission of the Athletic Director or his designee. When there is a conflict between this department handbook and institutional written policies, the latter shall take precedence.

Purpose Of This Intercollegiate Athletic Handbook

It is the purpose of this document to provide an opportunity for all line and staff personnel (and other interested administrators and Brockport Athletic Committee members) to become familiar with pertinent data relative to the assignments, duties and responsibilities of personnel within this department. In addition, this handbook shall afford general information relative to the institution regulations and to inform segments of the college community of the departmental policies, procedures and practices. Finally, this handbook shall facilitate the realization of the meaningful goals and objectives of this department within SUNY-Brockport thereby justifying the confidence and trust which this institution has placed in each of the members of this department in accomplishing our respective missions.

The Physical Education and Sport department also publishes two other policy/information instruments. First, the Sport Management Handbook. Second, the Athletic Training/Sports Medicine Handbook. These two publications serve to acquaint a limited population of specific rules, regulations and opportunities within the areas of athletic training, sport management, recreational activities and other related activities within the Tuttle Complex. Readers are directed to both of these publications for additional information concerning these areas.

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Introduction

SUNY Brockport supports a well regulated, balanced program of intercollegiate athletics for women and for men. The institution also provides a dynamic, challenging and diversified academic program in the area of Health Science, Physical Education, Recreation and Leisure Studies, Athletic Training, Coaching Certification, Cardio-Fitness, Special Physical Education and Sport Management. Within the Physical Education and Sport arena both Physical Education as well as Athletics are closely interrelated and utilize common personnel, equipment and facilities. The organizational chart on page 12 reflects the structure and interrelationships of this multi-faceted department.

The athletic program assumes the role of a builder of an esprit de corps for students, faculty staff, administration and various other segments of the University community as well as numerous publics. A common spirit existing among members of the institution should and is expected to inspire an enthusiasm and dedication which is a significant benefit of the entire University community.

Intercollegiate athletic activities must necessarily remain supplementary and complimentary to the essential academic purposes of any college or University. The intercollegiate athletic program at Brockport State shall be administered within the academic confines of the institution and shall not be an entity unto itself.

Competition should always be on a level which would be comparable and challenging for the student-athletes participating in the various sports. Participation and competition should never create disinterest or frustration. Changes in the general athletic scene in this country, and in the ability and scope of the total athletic program here at SUNY Brockport, and in the institution itself, shall require a continuous evaluation and assessment of the role which intercollegiate athletics assumes within SUNY Brockport.

Purpose - Intercollegiate Athletics

SUNY Brockport -- through its intercollegiate athletic program -- strives to accept the responsibility of creating (through proper leadership and allocation of resources) an environment which provides the individual student-athlete with an opportunity to achieve personal, educational and moral values. The institution strives to develop intellectual, social, moral, emotional, cultural and vocational growth and development as well as the physical dimension of "man/woman."

As students become exposed to the psychomotor, cognitive and affective experiences associated with intercollegiate athletics, they should gain significant exposure to sportsmanship and have an opportunity to develop character. Included within the definition of "character" would be such terms as loyalty, cooperation and teamwork, clean living and right thinking. Through athletics "we", the institution, the students, are approaching and encouraging a way of life which is sound and fundamental to the American "way of life."

Specific Assumptions of SUNY Brockport's Intercollegiate Athletic Program

1. Collegiate athletics are an integral part of the educational system.
2. Collegiate athletics are for the students who participate in them.
3. Collegiate athletics should enable participants to develop specific, valuable and beneficial qualities.
4. Collegiate athletics should enable participants to realize meaningful and long lasting benefit and advantages as a direct result of such involvement.
5. Collegiate athletics should provide enjoyable and "fun" experiences for the participants and members of the general University community.

Philosophy And Objectives

The program of intercollegiate athletics at SUNY Brockport is organized and conducted as an integral aspect of the educational program of the institution. The athletic program is also considered to be a integral phase of the total program of Physical Education and Sport, thus providing opportunities for the highly skilled student to participate with others of similar interests, abilities and needs.

The administration, leadership and supervision involved in athletics are comparable to those of other facets or phases of the institution's educational services and programs. The coaches in the intercollegiate sports program should be (preferably) regularly employed faculty members with the University. Qualified, part-time coaches, outside of the college are sought as coaches only when there are no qualified, willing, full-time staff members, in either the department or the college itself, available for said position(s).

In order to accomplish the goals and objectives of the athletic department, a broad and varied program of intercollegiate sports for men and women is provided. The athletic department and the institution constantly evaluates existing programs, practices, procedures and policies in an attempt to maintain and improve the high standards under which the athletic department operates at Brockport. The philosophy of the athletic program dictates that "we do what we do well and don't do what we can't do well."

There shall be no attempt to classify intercollegiate sports as minor and/or major. It is the belief of the department and of the institution that all sports should be classified as major/significant. The criteria should be the interests and needs of the students and the College community and not merely the extent of the spectator appeal.

The Objectives Of The Intercollegiate Athletic Program

1. To provide a form of student educational activity which is an accepted part of collegiate life.
2. To provide an athletic program which demonstrates the positive values of good physical condition, learned skills and sportsmanship acquired by the participants.

3. To provide as broad and varied a program of intercollegiate sports as is feasible in light of available resources (time, money, staff, facilities, equipment, supplies, etc.).
4. To provide a vehicle which is a recognized builder of morale and esprit de corps among college students, staff, faculty, administration, alumni/ae and various publics.
5. To create among the total "publics" an increased interest in loyalty to the institution and to the goals and objectives of the college community.
6. To create an atmosphere of fun, pride, enjoyment and satisfaction surrounding the intercollegiate athletic activities.

Basic Principles Of The Intercollegiate Athletic Program

1. The athletic program shall be managed and organized in accordance with the best principles of athletic administration and objectives of the college.
2. Participants on all athletic teams shall be bona fide, full time, enrolled students of the institution, making normal progress towards the degree.
3. All professional personnel involved in administering and supervising intercollegiate athletic activities shall (whenever possible) be regularly (full time) employed members of the college. In instances where this is not the case, fully qualified, part-time non-college personnel shall be hired.
4. The intercollegiate sports program shall be incorporated into the total pattern of the educational structure in order that the values inherent in athletics are able to be realized by the participants and the spectators.
5. Intercollegiate athletic practices shall be consistent at all times with sound principles of education and in keeping with the spirit and the rules of the National Collegiate Athletic Association, The State University of New York Athletic Conference, and other appropriate organizations.
6. All segments of the college shall strive for excellence. The athletic program shall strive for excellence in the same manner and to the same extent as all facets of the college.

National And Conference Affiliations

National Collegiate Athletic Association

SUNY Brockport is a member school of the National Collegiate Athletic Association (NCAA) and is governed by the constitution and by-laws of the association. Both the men's and women's athletic program belong to the NCAA (1983-84). A copy of the NCAA manual is made available annually to coaches of men's and women's sports and to the members of the Brockport Athletic Committee. It is expected that each head coach and all assistant coaches will become knowledgeable about the constitution and by-laws of the NCAA which affect their sport(s).

Fundamental Policy (Article 2, Section 2) Of The NCAA

(a) The competitive athletic programs of the colleges are designed to be a vital part of the educational system. A basic purpose of this Association is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body, and, by so doing, retain a clear line of demarcation between athletics and professional sports.

(b) Legislation governing the conduct of intercollegiate athletic programs of member institutions shall apply to basic athletic issues such as admissions, financial aid, eligibility and recruiting; member institutions shall be obligated to apply and enforce this legislation, and the enforcement program of the Association shall be applied to an institution when it fails to fulfill this obligation.

The State University Of New York Athletic Conference

SUNY Brockport is a member school of the SUNYAC and is governed by its rules and regulations. It is expected that all coaches will become knowledgeable about the rules and regulations of the SUNYAC insofar as the rules and regulations affect their sport(s). A copy of the SUNYAC handbook is made available annually to each head coach of a conference sport.

The primary object of SUNYAC is the control of intercollegiate athletics among members of the Conference and with other colleges and universities by the establishment and enforcement of rules and regulations to maintain:

1. A proper balance between athletics and the regular scholastic work of the college.
2. Minimum standards of scholarship for athletes.
3. Standards of amateurism.
4. Faculty control of athletics.
5. Uniform eligibility rules for participants.
6. Satisfactory officials for athletic contests.
7. As fair and equal competition as is possible in the various sports among the member institutions.

General Staff Policies

The intercollegiate athletic program is dedicated to excellence in all of the academic and athletic programs within the college. The mandate is clear, therefore, to maintain a superior professional staff.

The intercollegiate athletic program is comprised of numerous professional and support staff members working together harmoniously and cooperatively, not only with each other, but with students, staff, faculty and administrators as well as with the various publics for the general purpose of developing a respectable and representative academic and athletic program for SUNY Brockport.

The Athletic Director is charged with the responsibility of carrying out the above purpose and is directly responsible, through the Dean of the School of Arts and Performance, to the President of the College insofar as the intercollegiate athletic program is concerned.

As a member of the staff, all requests and communication shall be directed through proper channels, through the proper chain of command. Only by observing this policy can misunderstandings, confusion and delay be avoided. It is well to remember that the entire program is often judged (correctly or incorrectly) on the basis of the action and/or statements of a single staff member.

Standards For Departmental Staff Members

1. It is important to remain cognizant of the fact that the staff's primary responsibility is the attainment of a successful operation of the intercollegiate athletic program and all aspects of the department of Physical Education and Sport.
2. Similarly, it is the responsibility of the staff to see to it that there is a successful completion of teaching, coaching and other institutional and departmental assignments, the successful completion of service to the community and the successful completion of research and/or contributions to the professional literature and the profession itself.
3. All employees, regardless of their specific position and/or areas of responsibilities, shall be treated with respect and courtesy.
4. The student-athlete remains, as always, as the coaching staff's primary concern. The student-athlete's academic program, the student-athlete's welfare, health and well-being must always be of the highest priority. The staff exists to serve the student and to enable the individual student to realize his/her goals and objectives.
5. Within the rules and regulations of national and conference legislation, as well as within the guidelines established by the College, the objectives of the Athletic arena and of the athletic staff shall be to remain competitive against similar type institutions as SUNY Brockport and "to WIN."
6. Loyalty to the College, to the athletic program, to the staff and to the students is an absolute must.

7. All staff members are to be cognizant of and support the letter and intent of the rules, regulations, policies, procedures and practices of the department and of the national, state and conference organizations to which this institution subscribes.

Chain Of Command

All athletic staff are responsible ultimately (within the department) to the Chairperson of Physical Education and Sport/Athletic Director.

Assistant coaches, while responsible to the Athletic Director for their actions and conduct, are directly responsible to their Head Coach for their performance and assignments.

It is expected that all staff members of the department shall abide by the chain of command both within the department and within the total College community. Failure to do so will be evidence of unprofessional and unethical conduct. Please refer to the organizational chart on page 12.

Each and every staff member connected with the department plays a vital role in the department's growth, development, total image and success/failure. It is imperative that each staff member provide a significant contribution to that image, to that growth and development through the maintaining of proper relations with peers, associates, students, faculty, staff, administrators and members of the various publics.

All staff members have the responsibility of acquainting themselves with the rules, regulations and policies of this department, the SUNYAC and NCAA (insofar as they affect individual staff members) and to abide by the letter and intent of such rules, regulations and policies at all times. It is essential that staff members be firm, fair, honest and consistent in the adherence of these rules, regulations and policies.

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Staff Relations

Loyalty

When an individual accepts a position within this department and within SUNY Brockport, it is expected that the individual will give FULL FIDELITY AND SUPPORT to its programs, to its employees and to its students.

Such fidelity and support necessitates respect for everyone's job and responsibilities. While it is not a necessity to feel a close kindredship to each and every person within the department and the University, it is essential to feel that our department is and can remain one of the better of many excellent departments within an outstanding institution of higher learning.

One must be willing to work in close harmony with each and every staff member and student within this department in the seeking of the department's objectives and goals. Line and staff personnel are expected to be professional, possess integrity and honor, and to maintain a professional work relationship with one's peers, with one's students and the general public.

Boost SUNY Brockport. Boost the athletic arena. Boost all sports. Boost your co-workers. Boost all students. Boost your own sport(s). Take PRIDE and be HUMBLE -- they are not mutually exclusive.

Information and data which are shared within the department's staff meetings and offices are strictly confidential and SHALL NOT be disclosed outside of the meetings to students, to other college "people", or to the people within the community. Professional confidences shall be respected.

Coaches and teachers shall be expected to be greatly concerned with their sport(s) and program(s) -- their own castle(s) -- but they are also expected to demonstrate conceptual skills and to be aware of and concerned with the larger picture involving the total college and the whole department -- the entire kingdom -- and to conduct themselves in such a manner so as to assist the department and the college in meeting the goals and objectives of not only the individual sport or program but of the department and of the University as well.

Since most of the staff are currently or have been involved in highly successful athletic programs -- here and/or elsewhere -- as coaches, it seems reasonable to expect from all staff members within this department the same "teamwork", "cooperation", "integrity", "loyalty", "commitment", "dedication", "support", "assistance", "kindness", "respect", "truthfulness", "helpfulness", "enthusiasm", "sincerity", "courage", "patience", "pride", "energy", "perseverance", "consideration", "unity", "hard work", "long hours", "sacrifice" and "love" as one would expect from the student-athletes involved in one's own successful athletic program/activity.

One should not do less than one would expect from others. In our current circumstances we LEAD and we TEACH as much by example as we do by any other fashion.

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IT WOULD BE WELL TO REMEMBER THAT:

> "Nothing ever built arose to touch the skies unless some
> man dreamed that it should, some man believed that it
> could, and some willed that it must."

(A suitable postscript would be to add the word "woman.")

Each staff member should be assured that within this department, where responsibility is given, authority commensurate with that responsibility is also granted. All staff members are vitally involved both in "leadership" and in "followship" and should expect to play significant roles in the course of this department and in the attempt to satisfy the needs of this college and its students.

The time and effort of this department and of the staff within this department shall be directed to the present and to the future. This department is involved in a multi-faceted educational/athletic program and the department's goal is to satisfy the needs of the University community. This translates into meeting the needs of the students, the staff, the faculty and the administration within this college, now and in the future.

Intercollegiate Athletic Department Staff Structure

"An organization is a group of people working together toward common goals with clearly defined lines of authority, responsibility, accountability and community." (source unknown)

The administrative and staff personnel of this department at SUNY Brockport are listed on the following pages with the major areas of responsibility for each individual. These areas of responsibility are by no means inclusive for the total and effective performance required within the athletic program, but do serve as a basic representative outline of individuals' areas of expertise and responsibility. The defining of such responsibility will best facilitate all operations of the athletic program. The organization chart on page 12 defines the operational structure and chain of command within the area of intercollegiate athletics.

An employee's contract shall specify administrative, academic (if any) and athletic responsibilities and the option to relinquish any one of these assignments is not at the option of the employee. The employee may petition for release (through the department's administrator) of an assignment which will be given consideration on the basis of the total institutional needs as well as the department's needs and resources. However, no full-time Physical Education and Sport staff member (on staff -- assigned full time to the PE/S department -- as of 9/15/83) will be required to assume coaching duties unless said staff member is willing and competent to assume such intercollegiate coaching duties.

Separation From SUNY-Brockport Employment

Upon notification of separation from employment at SUNY-Brockport, each staff member is responsible for successful completion of all assignments/tasks for the department/college. Additionally, an exist interview with the department administrator is highly recommended. The College's "Separation Form" (APPENDIX # 1) shall be completed prior to the soon to be separated staff member receiving his/her pay check.

Reappointment To Coaching Position

It shall be the responsibility (yearly) of all part-time coaches, within two weeks following the conclusion of the sport in which said coach was involved, to provide (in writing) to the Athletic Director a statement indicating their willingness to continue their current involvement within the intercollegiate athletic program for the next athletic season. The policies and practices of SUNY Brockport involving part-time coaches are such that all coaching contracts for part-time coaches are for one year only and can be renewed at the option of the university and with the acceptance by the individual coach. Hence, the second and subsequent contracts offered to part-time coaches should run from the end of the sport season just completed for the next full twelve (12) months.

Athletic Staff And Department Assignments - 1985-86 Academic Year

1. Chairperson/Professor: Physical Education and Sport and Athletic Director: Dr. William F. Stier, Jr.
2. Assistant to the Athletic Director: Physical Education and Sport: Ms. Shirley Carmichael
3. Assistant Operations Manager: Ms. Karen Schuhle
4. Assistant Operations Manager: Mr. Kevin Russell
5. Budget Coordinator: Physical Education and Sport/Athletics: Ms. Rosanne Frick
6. NCAA Interpreter: Mr. Mauro Panaggio (on leave 1985-86)
7. Sports Information Director: Richard Fyle
8. Assistant Sports Information/Intern: OPEN
9. Head Football Coach: Mr. Keith Moody
10. Assistant Football Coach: Dr. Robert Getz
11. Assistant Football Coach: Dr. Ed Matejkovic
12. Assistant Football Coach: Mr. Tom Rosia
13. Assistant Football Coach: Mr. Tom Nugent
14. Assistant Football Coach: Mr. Jay Livingston
15. Assistant Football Coach: Mr. Daniel Stinebiser
16. Field Hockey Coach: Ms. Kathleen Mary Krenzer
17. Assistant Field Hockey Coach: OPEN
18. Head Men's Soccer Coach: Mr. Bill Fitzpatrick
19. Assistant Men's Soccer Coach:
20. Head Women's Tennis Coach: Dr. Marilyn Colby
21. Head Women's Soccer Coach: Dr. Eugene Orbaker
22. Assistant Women's Soccer Coach: OPEN

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23. Head Cross County Coach: Mr. Bill Martin
24. Head Volleyball Coach: Dr. Frank Short
25. Assistant Volleyball Coach: Ms. Lori Connor
26. Head Men's Basketball Coach: Mr. Ronald Jones
27. Assistant Men's Basketball Coach: Mr. Dennis Green
28. Assistant Men's Basketball Coach:
29. Head Women's Basketball Coach:
30. Assistant Women's Basketball Coach: Ms. Diane Abrey
31. Head Gymnastic Coach: Mr. Richard Lord
32. Head Ice Hockey Coach: Professor Bob Pedersen
33. Assistant Ice Hockey Coach: Mr. Greg Wojtowicz
34. Head Men's and Women's Swimming Coach: Mr. Doug Toby
35. Assistant Swimming Coach: Mr. James Godshall
36. Head Diving Coach: Mr. Kevin Marshall
37. Head Track and Field Coach: Mr. Bill Martin
38. Assistant Track and Field Coach: Ms. Lori Connor
39. Assistant Track and Field Coach:
40. Head Wrestling Coach: Mr. Donald Murray
41. Assistant Wrestling Coach: Mr. James Hill
42. Assistant Wrestling Coach: Mr. Pete Lawrence
43. Head Baseball Coach: Mr. Kevin Russell
44. Assistant Baseball Coach: OPEN
45. Head Softball Coach: Mr. LenMaiorani
46. Assistant Softball Coach: OPEN
47. Head Athletic Trainer: Mr. Lou Rende
48. Assistant Athletic Trainer: Ms. Susan Mary Gross
49. Facility Coordinator: Dale Burrell
50. Athletic Secretary: Ms. Gale Player
51. Secretary to the Athletic Director: Ms. Karen Carone-Heaney

Athletic Teams Sponsored By SUNY-Brockport

FALL: (Ten Teams)

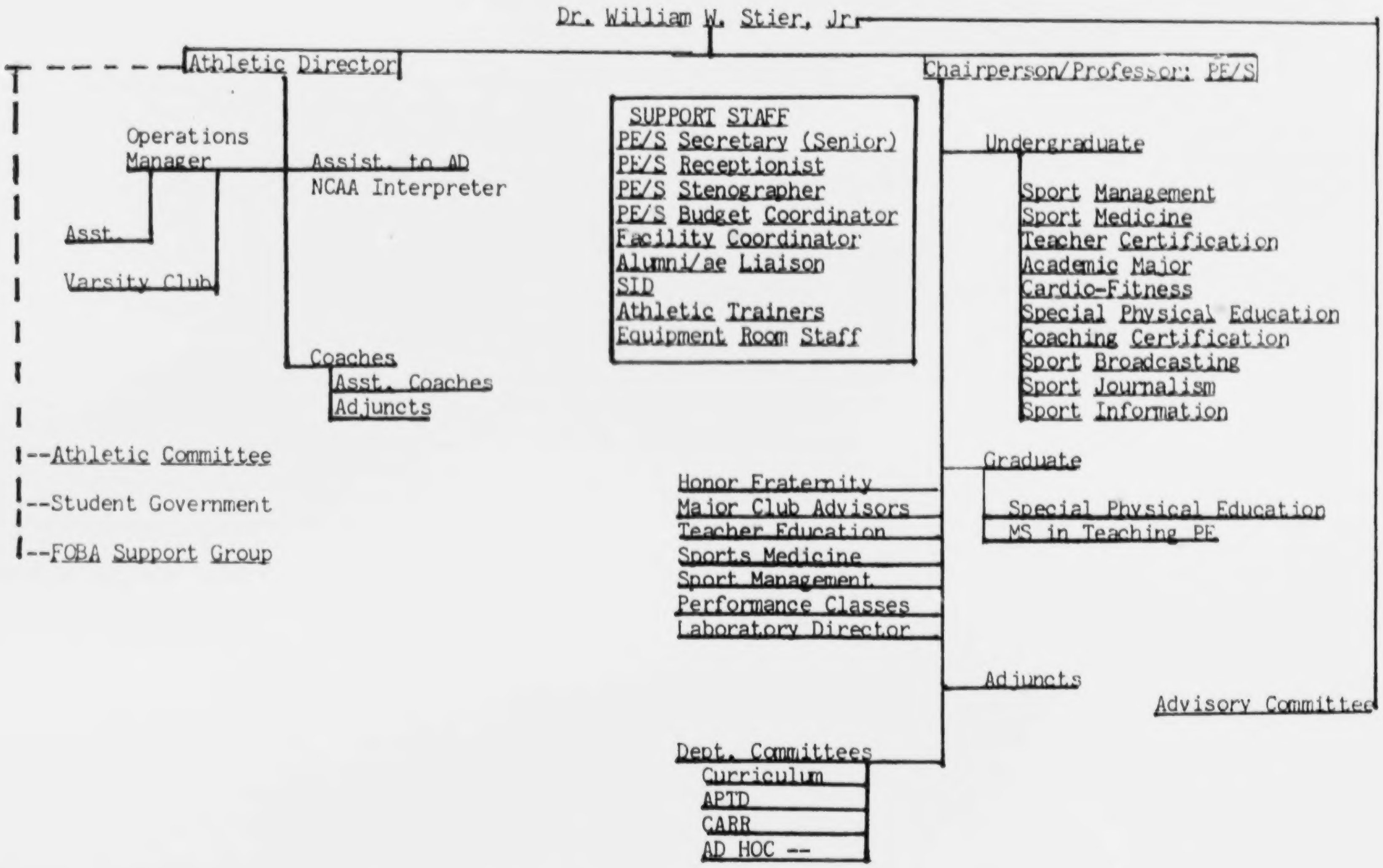
Football - Varsity
Football - J.V.
Soccer - Men
Soccer - Men - J.V.
Soccer - Women
Field Hockey
Cross Country - Men
Cross Country - Women
Tennis - Women
Volleyball

WINTER: (Fourteen Teams)

Basketball - Women
Basketball - W - J.V.
Basketball - Men
Basketball - M - J.V.
Ice Hockey
Gymnastics - Women
Wrestling - Varsity
Wrestling - J.V.
Swimming - Men
Swimming - Women
Diving - Women
Diving - Men
Indoor Track - Men
Indoor Track - Women

SPRING: (Four Teams)

Baseball - Men
Softball - Women
Track - Men
Track - Women


Dr. William W. Stier, Jr.
Athletic Director
Chairperson/Professor: PE/S
Operations Manager
Assist. to AD
NCAA Interpreter
Asst.
Varsity Club
Coaches
Asst. Coaches
Adjuncts
--Athletic Committee
--Student Government
--FOBA Support Group
SUPPORT STAFF
PE/S Secretary (Senior)
PE/S Receptionist
PE/S Stenographer
PE/S Budget Coordinator
Facility Coordinator
Alumni/ae Liaison
SID
Athletic Trainers
Equipment Room Staff
Undergraduate
Sport Management
Sport Medicine
Teacher Certification
Academic Major
Cardio-Fitness
Special Physical Education
Coaching Certification
Sport Broadcasting
Sport Journalism
Sport Information
Graduate
Special Physical Education
MS in Teaching PE
Honor Fraternity
Major Club Advisors
Teacher Education
Sports Medicine
Sport Management
Performance Classes
Laboratory Director
Adjuncts
Advisory Committee
Dept. Committees
Curriculum
APTD
CARR
AD HOC --

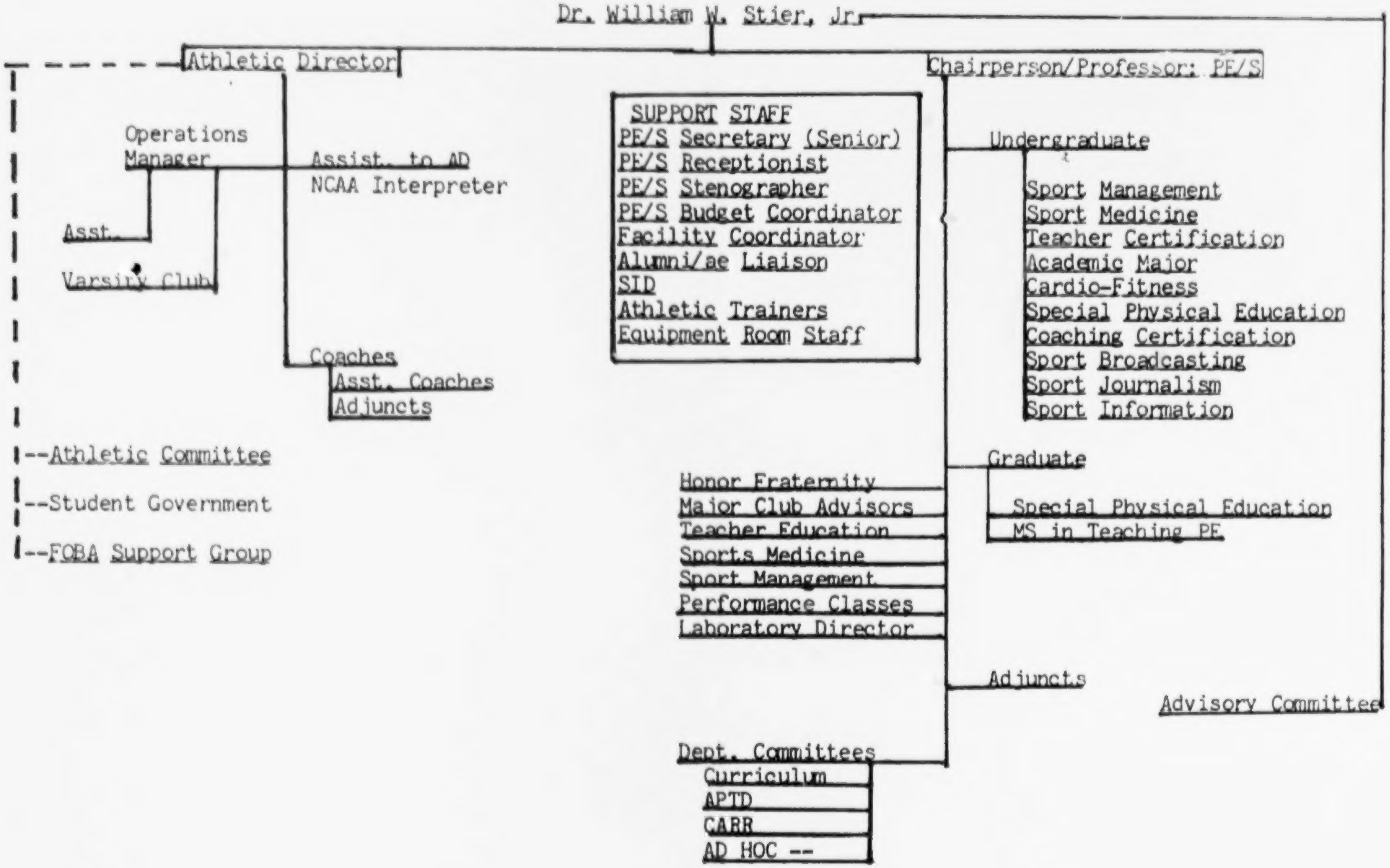
Workload

The workload of all staff members within the athletic program shall be determined by the Athletic Director.

The workload of coaches shall reflect their responsibilities in the area of athletics as well as their joint responsibilities and duties (if any) in the academic classroom (performance arena and professional preparation programs) and in the area of administration.

ATHLETIC PROGRESS STOPPERS

1. Whose idea was that?
2. We have never done that before.
3. We do not have the time to do that.
4. We do not have the resources to do that.
5. It's not in the budget and costs too much.
6. Put it in writing.
7. We are not ready for it yet.
8. We do not have enough staff at this time.
9. That has been tried before.
10. The students will not accept it.
11. It will not work at our institution (in our department).
12. The faculty and/or administration will not accept it.
13. Things are going good so why change.
14. That is political dynamite around here.
15. Data processing says it will not work.
16. The print shop can't handle that.
17. We will think it over for a while.
18. What will the President or Vice President or Dean think?
19. We will discuss that at some other time.
20. Our college/institution/department is different.
21. We will form a study committee.
22. It will not work.
23. It wasn't done that way before.
24. You are kidding!
25. I never thought of that!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26. It will take too long!

27. You are in too much of a hurry.

28. Why rush things.

29. Sports Information can't handle that.

30. No.

31. I paid my dues, why would I want to work that hard.

author(s) unknown

Job Descriptions

Athletic Director Of Men's And Women's Sports

The Athletic Director — who is also the Chairperson of Physical Education and Sport -- shall be directly responsible to the Dean of the School of Arts and Performance. The duties and responsibilities of the Athletic Director include the following:

1. To organize and manage the intercollegiate athletic program consistent with the philosophy and purpose of the institution.
2. To develop athletic programs which will assure meaningful, enriching and rewarding experiences to all who participate and/or are involved in the program.
3. To present a complete and up-to-date picture of the intercollegiate athletic program at Brockport State, in terms of its success and its educational functions, to the administration, faculty, students, alumni/ae and community.
4. To develop effective internal communications with all members of the department in order that a smooth running program can be maintained. To inform staff members of athletic decisions made at administrative levels and to organize the internal communications structure of the department.
5. To market and promote the athletic program to the fullest extent possible in an effort to generate and retain the support of the university community -- students, faculty, staff, administration, alumni/ae and general fans and potential fans.
6. To continually envision and plan for the future direction and needs of the department, making recommendations to the administration and to those directly concerned with institutional development.
7. To serve as the official spokesperson of the department in matters of athletic policy.
8. To serve as the College's representative to the State University of New York Athletic Conference (SUNYAC), and to The National Collegiate Athletic Association (NCAA) and other appropriate organizations. The Athletic Director may appoint other staff members to act in the director's place in serving as a representative to such organizations.
9. To maintain open communication channels with the college, athletic directors of other schools, students, news media, staff and the publics.
10. To devise, organize and promote an aggressive high calibre game scheduling procedure for all sports.
11. To negotiate, in the name of the college, the game contracts with all opponents.
12. To assume the administrative responsibility for all phases of the intercollegiate athletic program and to delegate specific responsibility and authority deemed appropriate by the Athletic Directors.
13. To prepare and present for approval and adoption the annual budget.
14. To oversee the ultimate administration of the budget so that expenses will not exceed the allocation in any specific year.

15. To insure that all University policies and procedures are followed as well as the policies and procedures of the NCAA, SUNYAC and any other organization to which Brockport State belongs.
16. To arrange preemployment activities and to arrange for interviews and to create procedures for personnel replacement and/or additions to staff positions.
17. To recommend for institutional approval, qualified candidates when vacancies occur within the department.
18. To continually strive for excellence, measured by performance, in all sports for women and men.
19. To be aware of and to encourage all coaches and student-athletes to be aware of the fact that performance in the classroom is the ultimate purpose of higher education.
20. To present to the Brockport Athletic Committee (BAC) the matters which are subject to their review, consideration and approval, with all necessary data.
21. To serve as a member of the Brockport Athletic Committee (BAC).
22. To appraise and report on the performance of all personnel.
23. To insure that all policies and procedures are scrupulously followed by coaches, athletes and other departmental personnel.
24. To supervise the building spaces, areas, fields and equipment assigned to the intercollegiate athletic program and to insure that all are maintained properly.
25. To supervise the development of the athletic department's physical plant and facilities.
26. To arrange for officials for all intercollegiate contests.
27. To retain the exclusive right to register a complaint in terms of competency of officials, following consultation with the Varsity Coach of the sport in question.
28. To keep informed of standards, progress and developments of athletics at other universities and conferences.
29. To be responsible for all athletes meeting the eligibility requirements of the college, the NCAA, SUNYAC, etc.
30. To serve as the custodian of athletic awards, trophies and emblems won by the college teams.
31. To exercise control over recruiting methods and scouting arrangements and to uphold established policies in this respect.
32. To arrange for and supervise the transportation and accommodations for trips of all athletic teams.
33. To approve all travel requests by members of the athletic staff and to approve the subsequent expense reports.
34. To approve the traveling squad for all teams and the official party accompanying each team.
35. To schedule and hold periodic meetings of the staff to discuss the objectives of the department and the means of attaining these objectives.
36. To serve as official representative of the College's Athletic program for all visiting coaches and teams and guests and to foster a spirit of mutual respect between rival squads and coaches.
37. To be present -- or to assign a departmental representative -- at selected home contests.

38. To guard against any possible infractions of the rules (letter and intent) of the NCAA and SUNYAC by any member of the athletic staff and/or teams.
39. To approve requisitions for purchase of equipment and supplies through the institution.
40. To approve all invoices and vouchers and to submit them to the accounting office for proper, prompt payment.
41. To approve the contractual payment due to all opponents.
42. To insure that the institution receives its contractual revenue from games played.
43. To require all student-athletes to have required insurance while these individuals are members of the athletic teams.
44. To supervise and direct the parking arrangements for games.
45. To supervise and direct the utilization of concession area(s) for games and contests and activities.
46. To direct and supervise all personnel needed for crow control at athletic events.
47. To work closely with the coaches and the Financial Aid Office in the allocation of assistance to students who choose to participate in intercollegiate athletics within the University.
48. To exercise careful control of complimentary tickets.
49. To arrange for the printing of game tickets and to work closely with the business office in respect to the implementation of the policies and procedures governing the distribution and sale of tickets, maintaining proper records and accounting control over the athletic operation.
50. To develop, review periodically and publish the Athletic Handbook (Policies, Procedures and Practices).
51. To arrange for the scheduling of athletic events (games and practices) for athletic facilities.
52. To disseminate and interpret the rules of the NCAA and SUNYAC and to implement the policies and procedures of these organizations.
53. To be actively involved in the long range and immediate planning for the department and the institution insofar as intercollegiate athletics are concerned.
54. To assist the coaches in their attempts to meet their goals and objectives as stated within the college community. To assist the student-athletes to achieve their objectives as students and as athletes within Brockport State.
55. To represent Brockport State at state, regional and national meetings/conferences (men and women) and to assume governance responsibilities when feasible and when the needs of the college and athletic department can be met. The Athletic Director may appoint someone to serve in the place of the Athletic Director as a representative of the College and the department.
56. To continue the development of a program which is both educationaly and fiscally sound.
57. To share and interpret staff's philosophy, feelings, reactions and recommendations to the appropriate administrative officers.
58. To direct, support and improve intercollegiate athletics working with and through the staff and students of the athletic department.

59. To participate with the staff in the appointment, retention and promotion of coaches and to make recommendations to the appropriate institutional personnel.
60. To establish and maintain liaison between the athletic program and the public/private schools and personnel thereof.
61. To receive input and feedback from staff, students, alumni/ae and members of the general public(s).
62. To conduct department meetings.
63. To establish department ad hoc committees.
64. To implement long-range department programs, plans, goals and policies.
65. To keep faculty/staff members informed of department, college and institutional plans, activities and expectations.
66. To communicate with the Dean of the School of Arts and Performance and to interact with upper-level administrators.
67. To coordinate in the improving and maintaining of the department's image and reputation -- both on and off campus.
68. To coordinate activities with outside groups.
69. To process department correspondence and requests for information.
70. To complete forms and surveys.
71. To initiate and maintain liaison with external agencies and institutions.
72. To prepare annual reports.
73. To manage department facilities and equipment, including maintenance and control of inventory.
74. To monitor building security and maintenance.
75. To supervise and evaluate the clerical and technical staff in the department.
76. To foster the development of each faculty member's/coach's special talents and interests.
77. To foster good coaching in the department.
78. To stimulate athletic research, publications and creative thinking.
79. To promote affirmative action.
80. To encourage faculty/coaches to participate in regional and national professional meetings.
81. To lead by example.

Operations Managers And Assistant Operations Managers

The Operations Managers report to the Athletic Director and assume responsibilities and authority as delegated by the Athletic Director. Generally speaking, the Operations Managers assist in the areas of:

1. home game management
2. supervision of professional and support staff
3. work study
4. officials
5. public relations
6. summer camps
7. programs
8. concessions
9. eligibility
10. box office
11. special projects
12. coordination of athletic recruitment
13. sports promotion
14. pre-season and intersession arrangements
15. physical examinations of athletes - arrangements for
16. budgeting
17. inventory
18. post season
19. rules interpretation (NCAA, SUNYAC)

Additionally, both individuals will assume other duties as assigned by the Athletic Director.

Assistant To The Athletic Director

The Assistant to the Athletic Director, reports directly to the Athletic Director, and is responsible for the following:

1. supervision of specific phases or areas of the athletic program as assigned by the Athletic Director
2. to represent the Athletic Director at selected local, state, regional and national meetings and conventions
3. to keep the Athletic Director abreast of all developments relating to the athletic program and to the various organizations dealing with athletics
4. to coordinate and maintain athletic schedules for all sports with the master calendar/schedule
5. to coordinate arrangements on team travel, lodging, transportation
6. to share with the Athletic Director input and data relating to athletics as well as the recommendations and feelings of coaches in the area of lodging, travel and meals
7. to develop the preliminary budget figures dealing with transportation, lodging and meals.

NCAA Interpreter

The NCAA Interpreter has the responsibility to see that the athletic department is in full compliance with all NCAA and SUNYAC Rules & Regulations.

ATHLETIC COACH'S REWARD

AN ATHLETIC COACH KNOCKED AT THE HEAVENLY GATE
HIS/HER FACE WAS SCARRED AND OLD.
HE/SHE STOOD BEFORE THE MAN OF FATE
FOR ADMISSION TO THE FOLD.

"WHAT HAVE YOU DONE," ST. PETER SAID,
"TO GAIN ADMISSION HERE?"
"I'VE BEEN AN ATHLETIC COACH, SIR . . .
FOR MANY AND MANY A YEAR."

THE PEARLY GATE SWUNG OPEN WIDE,
ST. PETER TOUCH A BELL . . .
"COME IN AND CHOOSE YOUR HARP, " HE SAID,
"YOU'VE HAD YOUR SHARE OF HELL."

author unknown

Summary Outline Of Expectations Of A Head Coach

I. Administrative Duties

- A. Management of staff members and volunteer coaches
- B. Community Relations -- coaches, salespersons, press service, etc.
- C. Parents -- generates good rapport with parents of players
- D. Services
  - 1. Plans for transportation, travel, lodging and meals for team
  - 2. Follows institutional and departmental policies on matters related to requisitioning and purchasing
  - 3. Insures that thorough physical examinations are obtained before practice begins by all players involved and works closely with trainer and team physician
  - 4. Handling equipment -- uses sound judgment in recommending the purchasing of equipment and supplies as well as the utilization, collection, and issuance of athletic equipment
  - 5. Records and Statistics -- maintains adequate records, statistics of player personnel. Cooperates with registrar and Athletic Director on all matters pertaining to athletes' eligibility. Completes end of season written report.
  - 6. Game details -- makes adequate provision for pre-game, half-time, and post-game activities with squad
  - 7. Game or event scheduling as delegated and as outlined in the Athletic Handbook.
- E. Teaching — demonstration of competency in teaching and evaluating students within the classroom setting

II. Coaching Competencies/Qualities

- A. Organization
  - 1. Staff meetings
  - 2. Practices
  - 3. Recruiting
  - 4. Recommending the purchasing of equipment and supplies
- B. Leadership
  - 1. Ability to make decisions
  - 2. Ability to delegate authority
  - 3. Aggressive but cooperative -- willing to listen and is free with credit to those who merit it
- C. Intercollegiate Relationships
  - 1. Is respected by league opponents and also nationally by his/her opponents
  - 2. Utilizes common sense in providing equal opportunities for opponents
    - a. Movies
    - b. Practice Periods
    - c. Scouting
- D. Advancement
  - 1. Keeps informed of modern techniques, trends and strategies
  - 2. Evaluates the present system with staff and applies new trends where applicable

III. On the Field/Court Supervision

- A. Organizes, supervises, coordinates and evaluates practice sessions
  - 1. Is concerned with the student-athletes' mental and physical well-being
  - 2. Is able to maintain poise during trying, challenging and tense situations

IV. Recruiting

- A. Has an organized and effective recruiting system
- B. Has good rapport with high school coaches throughout the state and with the bordering states
- C. Is a willing traveler and good "salesperson" for the University
- D. Adheres to the guidelines of the University, Conference, State, Regional and National Associations (SUNYAC, NCAA, etc.)

V. Competitive Event

- A. Pre-game -- assumes responsibility for bringing the staff and the team to the event physically, mentally and emotionally prepared for competition
- B. During event -- maintains self-control and exhibits sportsmanship in relations with staff, players, officials, opponents and spectators
- C. Post-game
  - 1. Accepts responsibility for outcome of event and in victory or defeat is able to congratulate or console team members
  - 2. Is able to carry on an intelligent common sense press interview
  - 3. Is receptive to high school prospects, alumni/ae and friends of the college

VI. Relationship with Players and Students

- A. Uses all possible ethical means of motivation
- B. Emphasizes values of competitive athletics, acceptable personal behavior and positive decision making
- C. Serves always as an exemplary professional
- D. Adequate communication with student groups, i.e., student government, school newspaper, cheerleaders, various student groups, etc.

VII. Administrative Relationship

- A. Follows the philosophy and guidelines of the college, the conference, State, Regional and National Associations/Organizations
- B. Cooperates with the various facets of the college in matters of administration and business office procedures. Cooperates with the athletic administration on the implementation of departmental operational procedures.
- C. Accepts constructive criticism and remains accountable for all actions and decisions

VIII. Competitive Performance Standards

A REASONABLE OR REPRESENTATIVE MINIMUM STANDARD OF PERFORMANCE MAY BE CONSIDERED TO BE AT LEAST A 50% AVERAGE OF WINS AND LOSSES OVER A THREE YEAR PERIOD AGAINST CONFERENCE OR TRADITIONAL COMPETITION ASSUMING THE POSSESSION OF COMPARABLE BUDGETS, RECRUITING RESOURCES, STAFF MEMBERS, FACILITIES, ATHLETIC PHILOSOPHY AND POLICIES WITH THE "COMPETITION."

A goal or objective of the athletic department (and of each individual sport) is to win the conference (or state or regional or national) championship. Similarly, if an All Sports Championship is awarded by a conference, it is the objective of this institution/department to be competitive in the "search" for such a distinguished championship.

Head Coaches

The success of an athletic program is determined by the coaches, to a very large extent. They must combine within themselves many qualities such as expert knowledge of a particular sport, skill in imparting this knowledge, supervision, considerable energy, and the ability to inspire a dedicated desire for excellence on the part of their team. The character and the personality of the coaches are vitally important. These qualities affect morale, they influence players, they are important in public relations, they are vital to successful recruiting and they often determine the degree to which a coach can weather failure and stand prosperity.

The Head Coach is directly responsible to the Athletic Director. The assistant coaches are responsible to the Athletic Director through the Head Coach.

Provided below are some specific job responsibilities which men and women coaches are expected to assume in their normal coaching endeavors.

1. To exert complete authority over all matters pertaining to the coaching of the team; such as supervising the practices, determining the training techniques, selecting the team members and traveling squad, and establishing norms for participation in the sports.
2. To recognize that an athlete's main purpose at the college is academic and, as a consequence, not permit the athlete's academic work to be adversely affected by an over-emphasis on sports.
3. To keep informed on all regulations of the NCAA and SUNYAC as well as specific rules of the college pertaining to intercollegiate athletics. The Head Coach is responsible for the observance of these regulations on the part of his/her assistants and players. The assistant coaches are expected to strive for complete understanding of the NCAA and SUNYAC rules, policies and procedures as are the Head Coaches.
4. To supervise the conduct of all athletes and managers on trips and to continually impress upon them the high standard of behavior that is expected of them by Brockport State and the athletic department.

5. To be responsible for the physical condition of each member of his/her team. Not to allow or permit an athlete to play if in the opinion of the team physician or Athletic Trainer it would be detrimental to the student-athlete's health.
6. To work with the Athletic Director or designee in the development of team schedules.
7. To recommend the selection of uniforms and equipment and supplies to the Athletic Director for their possible subsequent purchase.
8. To assist the athletic administration in regard to the arrangement of transportation, accommodations and meals in connection with road trips by scrupulously following all such arrangements made by the Athletic Director's staff.
9. To cooperate in public relations work under the direction of the Athletic Director and/or Sports Information Director.
10. To work with the Athletic Director in the evaluation of officials for athletic games.
11. To be polite and helpful in his/her dealings with the press, radio and television personnel.
12. To obtain clearance from the Athletic Director and the college prior to endorsing a commercial product and/or accepting other employment (while under contract with the college) outside of this department which might conflict with duties and responsibilities owed to Brockport State.
13. To submit to the Athletic Director at the conclusion of each playing season the names of those athletes whom he/she feels have earned awards for confirmation. All awards are subject to approval by the Athletic Director.
14. To submit to the Athletic Director, on a timely basis, all "end of season" reports and summaries.
15. To inform the Athletic Director of the suspension or release of any player from the team outlining (in writing) the cause and/or reason for the player's release. Whenever possible, this should be done prior to the suspension or release of the athlete.
16. To develop and recommend the budget for his/her sport to the Athletic Director for review, adjustment and eventual approval.
17. To assist the Athletic Director in the selection of individuals to be recommended for employment as assistant coaches.
18. To be responsible for assigning duties to the assistant coaches and to insure that they are carried out in a proper and timely manner. The assistant coaches are expected to abide by all the policies and regulations established by the college, the athletic department and by the Head Coach. In instances where there are questions, the ruling of the Athletic Director shall prevail.
19. To be responsible for the recruiting of student-athletes under the NCAA and SUNYAC. All precautions must be taken to insure that no commitments are made to potential recruits that the University is not in a position to fulfill.
20. In sports where the Head Coach is a part-time coach and the assistant(s) is(are) full-time, it shall be the responsibility of the assistant(s) to assume many of the day to day obligations such as eligibility, travel, equipment and supply requests, officials, budget, periodic requests, etc.

21. To work as a member of a "team" in terms of the intercollegiate athletic program here at SUNY Brockport and to support the goals, aims and objectives as well as the procedures, practices and policies of this department -- in actual day to day actions throughout an individual's association with the department and the University.
22. To demonstrate loyalty to the college, the department, to one's fellow staff members and to the students.
23. To assist graduates in securing employment upon graduation or completion of their educational experience with SUNY Brockport.
24. To report results of contests immediately following each contest to the SID's office.
25. To work with the SID on all matters pertaining to that office's responsibility with the athletic arena. To help create -- with the assistance and guidance of the SID -- all printed materials needed for his/her particular sport(s).
26. To provide to the Athletic Director's office a list of all new recruits (and walk ons) within fourteen days of the start of practice.
27. To monitor academic achievement of team members in and out of season.
28. To submit accurate travel itineraries along with list of individuals comprising the travel party for all away trips.
29. To be willing to counsel the student-athletes in personal and/or academic purposes.
30. To work with student organizations/clubs when requested (varsity club, major's club, honor fraternities/sororities, etc.).
31. To take responsibility for various fund raising projects, with permission of the Athletic Director.
32. To take part in student visitation programs.
33. To take part in the department's Speakers Bureau.
34. To supervise equipment inventory and maintenance including field equipment. Inventory of each sport shall be completed by the head coach within 30 days following the completion of the season and shared with the Athletic Director's office.
35. To maintain records of individuals and teams within his/her sport(s) and to see to it that appropriate photos and certificates are properly displayed within Tuttle North.
36. To arrange for managers for the sport as well as statisticians.
37. To drive the vehicle used to transport team members if the bus is not available. To be responsible for obtaining drivers for vehicles for all away contests consistent with the college's policy regarding such drivers. (College requires certification through Plant Management for van drivers). To insure that the team has a sufficient number of approved drivers for transporting the team to contests. All coaches should be approved drivers.
38. To insure that adequate game/meet statistics are compiled and evaluated and filed in an appropriate fashion.
39. To conduct approved off-season and pre-season conditioning programs.
40. To arrange for the athletes' physical examinations and eligibility forms to be completed as well as the NCAA participation form.
41. To report to the Athletic Trainer all injuries and to cooperate with the trainer in insuring that the INJURY REPORT FORM is adequately filled out and appropriate copies to be filed by the Athletic Trainer

and a copy forwarded to the Athletic Director, within 48 hours of the incident.

42. To be reasonably physically fit and to determine a wellness and a positive image (personal and professional) in terms of appearance and actions.
43. To assist in conduct of their own home contest(s) in cooperation with the Athletic Operations Manager.
44. Coaches are responsible for all equipment for their team. All equipment must be returned to Uncommons at conclusion of their season.

Part-Time Coaches

To meet the needs of an expanding intercollegiate athletic program and to provide the best possible coaching for our student-athletes, it becomes necessary at times to hire a coach on a part-time basis.

The responsibilities of part-time coaches shall be the same as a full-time coach. The only exception shall be in the rare case when the part-time coach is the Head Coach and there is a full-time assistant coach. In this case, many of the responsibilities of the Head Coach may and shall be assumed by the assistant coach, such tasks as can be accomplished more easily be someone who is on campus "the entire day" as a full-time staff member/coach. Such tasks as initiating travel requests, submitting vouchers, as well as a host of other tasks will be delegated from the part-time head coach to the full-time assistant coach.

The qualifications of a part-time coach should be identical to that which would be expected of a full-time coach. The qualifications and experience of a part-time coach must be such as to warrant the selection and hiring of the individual on the basis of those qualifications and the experiences earned by the part-time candidate. The distinction is one of time spent during the regular day/week and is not one of quality of coaching, skill or competency of the coach or level of athletic expectation either on behalf of the department or students.

Athletic Trainers

The Athletic Trainers shall be directly responsible to the Chairperson of Physical Education and Sport/Athletic Director.

Specific duties and responsibilities of the Athletic Trainers shall include:

1. To develop, implement and supervise the policies and procedures necessary for the operation and use of the athletic training facilities, equipment, supplies and personnel.
2. To present to the Chairperson/Director a recommended annual budget for the operation of the training facilities and program. To recom-

mend the purchase of supplies, equipment and services necessary for the program.

3. To make recommendations for appointments of needed personnel for optimal functioning of the training and responsibilities of assistant trainers and/or student trainers. To be responsible for the direction of all assistant and student trainers.
4. To coordinate medical bills and insurance coverage through the Athletic Director's office.
5. To maintain files and records pertinent to the functioning of the athletic training facilities and athletic training program.
6. To maintain the athletic training facilities in respect to cleanliness and neatness. To maintain a neat office within the training facilities.
7. To coordinate and carry out all medical directions as prescribed by the College Athletic Team Physician.
8. To work with all coaches of the various sports in the administration of services to their teams.
9. To provide medical kits for teams.
10. To coordinate and supervise all activities for the prevention and evaluation of medical treatments and rehabilitation programs for all sports.
11. To coordinate and supervise physical examinations as well as other health service activities for all sports.
12. To supervise athletic training facilities.
13. To supervise security, and inventory of medical supplies, equipment and other supplies.
14. To travel with intercollegiate athletic teams (men and women), when possible. Also, to assign student-trainers to perform specific duties — including traveling with the team — for all sports deemed appropriate by the Head Coach and Athletic Trainers.
15. To teach appropriate classes within the department.
16. To provide instruction and supervision of practical work by student athletic trainers, and athletic training certification students, while working within the athletic training facilities.
17. To prepare and submit a "year end report" to the Chairperson/Director.
18. To assume other duties as assigned by the Chairperson/Director.
19. To approve all protective equipment for each sport.
20. To assist the visiting team when requested.
21. To maintain a complete file of medical history on all athletes including the type of care and treatment given the player (and by whom).
22. To administer treatment as ordered by the team physician for all injuries incurred by student-athletes.
23. To refer the athlete (in the event of a major injury or illness) to the team physician for immediate medical attention. In case of an emergency or in the absence of the team physician, the Athletic Trainer makes arrangements for the student-athlete to receive competent medical care. The Athletic Trainer and the student-trainer shall always act in the best interest of the individual student.

24. To assist the team physician in deciding whether or not an athlete is physically able to complete after an injury. To report the condition of the athlete to the Head Coach.
25. To confer with the Head Coach in the evaluation of student-trainers' activities and general levels of competency.
26. To maintain a file of all requests by other staff members and to satisfy the needs of other staff members which are made known to the Athletic Trainer through the TRAINER REQUEST FORM.
27. To perform special tasks and provide assistance to PE & S and athletic staff when requests are made through the Trainer Request Form (48 hours prior written notice).
28. To consistently consult with individual coaches and individual student-athletes on the status, treatment and rehabilitation of specific injuries.
29. To work on a professional basis with individual student-athletes in terms of providing athletic training services and assistance.
30. To act as a "teacher" and "educator" when informing students and coaches of facts and opinions within the realm of athletic training.
31. To be reasonably physically fit and to demonstrate a wellness and a positive image (personal and professional) in terms of appearance and actions.

Facility Coordinator

The Facility Coordinator will serve as a consultant to the Chairperson of PE/S/Athletic Director and will report through the chair/director to the Dean of Arts and Performance.

Duties will include, but not be limited to the following:

1. Daily inspection of the entire Tuttle complex -- any maintenance or custodial problems to be reported to Plant Management.
2. Identify, in consultation with appropriate persons, long-range maintenance, repair and/or rehab projects for possible inclusion in the Capital Budget. This is to include the fields and the Field House. The facility director will communicate with the director of Plant Management and the Facilities Program Coordinator of the college, as appropriate.
3. Develop a schedule for fields maintenance and preparation to assure that they are in proper condition when needed.
4. Work closely with grounds personnel during key times of the year, per item 3.
5. Assist with general scheduling of the facilities.
6. Provide general assistance to the Chair/Director regarding rehab and alteration requests. Act as liaison with Plant Management in this context.
7. Work closely with the head coach of each sport to determine the suitability of the practice/playing facilities and the preparation of such facilities in an appropriate fashion.
8. To evaluate all facilities within the PE/S arena, indoor and outdoor.

Equipment Managers

The Equipment Managers are responsible to the Chairperson/Director. The Equipment Managers shall serve as equipment managers for:

1. All intercollegiate athletic teams.
2. Physical Education and Sport.

This position entails responsibilities related to equipment, supplies, laundry and locker rooms, and may entail readying locker rooms and equipment and supplies required to place an intercollegiate team or teams or PE & S class in position for practice, games, instruction or travel. Also see page 86, Equipment/Supplies Services.

The duties of the Equipment Managers include providing for and maintaining equipment for both programs cited above, laundry and dry cleaning, and locker facilities. This includes the initiation of purchase orders (through the Chairperson's/Director's office) early enough to insure that equipment will be available when needed, making minor repairs, and arranging for major repairs if feasible. The Equipment Managers shall maintain a running inventory of all issued equipment and equipment in stock. Inventory reports are to be submitted upon demand. It is essential that security be provided for all equipment and supplies as well as for visiting groups using the facilities.

The supervisory duties include all daily activities relative to the use of equipment, issuance of towels, locks, etc. The Chair/Director shall assign personnel (Equipment Managers) to cover the hours that the Equipment Room is in use.

The specific responsibilities of the Equipment Manager shall include:

1. To review equipment problems regularly with each coach in connection with repair of equipment, ordering new equipment and sizes and fitting of items.
2. To insure that adequate security measures are taken at all times (through the coaches' actions) for adequate protection of supplies and equipment.
3. To prepare periodic reports to the Chairperson/Director of all missing items and to submit a "year end" report to the Chairperson/Director.
4. To inform appropriate coaches and Athletic Director of individuals who damaged or defaced equipment or facilities.
5. To prepare equipment for travel for selected teams for away contests.
6. To supervise selected equipment rooms.
7. To see that all washers, dryers and extractors are in good working order.
8. To submit to the Chairperson/Director the names of all students who are to be billed by the University for replacement of equipment/supplies.
9. To assign locker rooms for all practices and athletic contests.
10. To perform other duties as assigned by the Chairperson/Director.

11. To maintain a file of all requests by other staff members and to satisfy the needs of other staff members which are made known to the Equipment Manager.
12. To perform special tasks and provide special assistance to PE & S and athletic staff when requests are made through the Trainer-Equipment Manager Request Form (48 hours prior written notice).
13. To be reasonably physically fit and to demonstrate a wellness and a positive image (personal and professional) in terms of appearance and actions.
14. To open and inspect all equipment and supplies purchased through the department and to register all new items on a master inventory prior to the storage of such items in the appropriate storage area(s) and to notify the budget coordinator.
15. To issue/checkout equipment and supplies to students, faculty, staff and teams and to see that such items are returned in a timely fashion and in good condition.
16. To maintain a neat and organized storage area.

Policies For Coaches Regarding The Equipment Room

In order to better serve and increase the availability of equipment to all staff members, the following procedures have been put into effect:

1. Equipment is signed out for a specific period of time and should be returned at the end of that time.
2. A signature will be required for everything borrowed from the equipment room.
3. Whomsoever signs equipment out is responsible for its return - do not give it to someone else.
4. Faculty may send a student to pick up equipment for a class, however, that student will be required to leave his/her I.D. card until the items are returned. The faculty member is likewise jointly responsible in this case.
5. Order ahead for large amounts or unusual assemblages of equipment - instructors of the instruction in PE courses are asked to please have their students order ahead for their needs - we frequently have confusion and/or conflicts.
6. Coaches are requested to send an assistant or player representative to get uniforms or to get them personally. Individual handling ofuniforms with the players becomes inefficient. Uniforms will be signed in or out for games, laundry service, and storage as _team totals_. It is then the responsibility of the coach to see that the proper number is returned.
7. There is established criteria for reserving video tape machines, copies of which are available from the equipment room managers and/or the Athletic Director. Please see page 84, _A-V Equipment and Supplies_.

Secretaries/Receptionists/PE/S Budget Coordinator/Student Employees

The secretaries in the department of Physical Education and Sport/ Athletics are responsible directly to the Chairperson/Director. They are available to do clerical work for any staff member according to established procedures and priorities. A complete description of each staff member's responsibilities may be found in the PE/S Secretarial and Office Policies and Procedures Handbook. An outline of the duties of all secretaries within the PE/S department

Since the secretarial staff must deal with many individuals, it is essential that all staff be reasonable in making requests. All work must be completed in the order in which it is submitted (emergencies are the only exception). If a rush job is necessary, call it to the attention of the secretary to whom you are seeking to give the project/task. It is important that a habit is not developed in which special services and assistance are continually requested. All typing and duplicating should be submitted well in advance of any deadline. Any conflicts will be resolved by the Chairperson/Director.

Most requests to the secretaries should be writing. It is unwise and counterproductive to disturb the secretaries or the student employees by attempting to verbally explain a task which could just as easily be explained with a short written note. The secretaries are habitually overworked and they really do not have the time to stop their work which they are attempting to complete for a staff member so that they might listen to a verbal explanation or to idle conversation.

The secretaries have been instructed to only perform work related to our department(s). The secretaries have been instructed not to do any work of a personal nature while on college time.

Secretarial/Athletic & PE/S Budget Coordinator

The duties and responsibilities of the departmental secretary/athletic/PE & S budget coordinator shall include:

1. To maintain daily budget records for Athletics and PE/S.
2. To mail out contracts for contests, officials, etc.
3. To type and submit -- for Director's signature -- all purchase requests and all travel vouchers.
4. To perform general typing tasks and filing.
5. To serve as secretary for all athletic staff meetings and prepare minutes.
6. To perform other tasks and activities as assigned by the Chairperson/Director such as ordering and distributing selected athletic awards.
7. To type letters for individual sport banquets.
8. To maintain files on agenda and minutes of Brockport Athletic Committee.
9. To receive all purchases and to check for accuracy of shipment in coordination with the Equipment Managers in the "Uncommons."

10. To type athletic and PE/S budget requests.
11. To type contracts for officials and opponents for selected sports.
12. To act as Secretary/Typist for Friends of Brockport Athletics.

Secretarial Job Descriptions

ATHLETICS - Typist/Secretary

1. Secretary to Athletic Director; copying, distribution of materials, research work, telephone.
2. Secretary to Athletic Administrative Staff; special projects, filing, administrative travel, telephones.
3. Supervise Work Study Students; dissemination of all jobs to workers.
4. Secretary to Brockport Athletic Committee; minutes, copying of material, meeting notices, typing.
5. Record Administrative Staff Attendance each month.
6. Supplies for Office; maintain, issue and order.
7. Athletic Business Coordinator:
    a. process bills to be paid.
    b. process orders for equipment.
    c. prepares travel vouchers for coaches.
    d. prepares travel packets/checks/housing/transportation.
8. Maintain Athletic Bulletin Boards in the Tuttle North Building.
9. Other duties as assigned by Chairman/Director.

PHYSICAL EDUCATION AND SPORT

Senior Stenographer

1. Secretary to Chairman/Director; type, take dictation, file, schedule appointments and meetings, screen calls, compose memos and correspondence and prepare course materials.
2. Record Faculty Attendance each month.
3. Secretary to Standing Committees (2); type minutes, recommendations and course materials:
    a. Appointment, Promotion, Tenure, Development Committee =b. Curriculum Committee.
4. Secretary to Graduate Program; maintain records and complete routine correspondence, prepare handbook.
5. Payroll Distribution; pick up all payroll checks (approximately 60) and distribute to faculty/staff.
6. Maintain PE/S Bulletin Boards in the Tuttle North Building.
7. Travel for PE/S Department.
8. Type from Secretarial Pool as time permits; exams, class handouts, confidential correspondence and letters of recommendation.
9. Other duties and responsibilities as assigned by the Chairman/Director.

Stenographer

1. Type from physical education Secretarial Pool; all exams, class handouts, confidential correspondence and letters of recommendation.
2. Secretary to selective Standing Committees (1); maintain records, type routine correspondence. (Student Advisement, Retention and Recruitment Committee)
3. Prepare material for Advisement and Pre-registration.
4. Secretary to Teacher Certification/Student Teaching/Teacher Education Program; maintain records and process forms, complete routine correspondence.
5. Secretary to Facilities Coordinator; maintain records, type routine correspondence.
6. Facilities (keys); maintain records, issue and solicit return of keys, type routine correspondence.
7. Office supplies; maintain supply, issue and order.
8. Purchasing (requisitions, petty cash, etc.) type and file forms.
9. Mail (incoming); sort and distribute.
10. Maintain Department Scrapbook.
11. Secretary to Alumni Liaison.
12. Supervise selected Work Study Students.
13. Various routine office duties.
14. Other duties as assigned by Chairman/Director.

Typist (Temporary Service)

1. Type from Secretarial Pool; exams, class handouts, confidential correspondence and letters of recommendation.
2. Mail (outgoing); sort and package.
3. Key operator for copier; add paper, print powder, etc.
4. Receptionist; answer phones, inquiries, etc.
5. Various routine office duties.
6. Other duties as assigned by Chairman/Director.

Sports Information

Duties And Responsibilities Of The SID

At SUNY Brockport the SID does not report directly to the Director of Athletics. The SID serves in a consultant's capacity to the Chairman/Director insofar as the creation of the SID/Athletic Publication budget for each varsity sport. Upon the establishment of the Department Publication Budget (and the corresponding requests for all printed materials for the total sports program) the request for the budget approval and the printed materials/projects shall be submitted for final approval through the office of the Dean of Arts and Performance along with the regular submission of the total PE/S departmental budget.

The SID -- upon receiving the necessary data/information from the individual coach and upon final approval of the Chairman/Director -- shall follow through with the production of brochures and programs and other printed materials for designated sports. Determination will be made by the SID as to when various items are to be submitted by the coach for a particular sport in question.

The Chairperson of Physical Education and Sport-Athletic Director coordinates a system providing for the total departmental speakers at local civic clubs etc. The Chairperson/Director shall keep a calendar detailing all departmental speaking engagements for the calendar year based upon the information shared by the departmental staff.

The marketing/selling of all athletic programs comes under the responsibility of one of the athletic department's staff personnel.

The duties and responsibilities of the SID shall include the following responsibilities.

1. To furnish brochures, photos, news releases and statistics to newspapers, radio and television stations, sports publications and Sports Information Directors of other colleges and universities.
2. To aid in preparing and editing program materials for all spectator sports.
3. To help accommodate news media personnel and scouts during all home athletic events and to maintain suitable operating conditions for such events.
4. To assist in the compilation and distribution of results at athletic events to news media following the completion of contests.
5. To increase the flow of news releases and pictures concerning athletes to their hometown media.
6. To see that photos of athletic events and of individual/group student-athletes are taken, as appropriate. A photo of all teams (each year), all conference athletes, and all american athletes shall be displayed permanently within Tuttle North.
7. To maintain intercollegiate athletic records -- historical records.
8. To conduct periodic press conferences as necessary as well as press days.

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9. To serve as an advisor/consultant to the Athletic Department in matters of press relations and in terms of the development of all programs, brochures and related materials.
10. To be a member of traveling squads whenever possible. All football away games will be attended by the SID.
11. To create programs (and ads) as requested by Athletic Director.
12. To supervise advertising sales, layout and sale of programs.
13. To insure that all news media receives calls of scores after all events.
14. To insure that special articles, features, etc. are received by news media.
15. To insure that appropriate photos are taken of PE/S staff.
16. To insure that appropriate brochures are designed, printed and distributed as requested by chair/AD.
17. To coordinate the Press Box/Press Row with approval of the Chairman/Director at all events and be responsible for the assigning of student helpers (and partial evaluation of same).
18. To supervise interns and students assigned to the SID arena.
19. To serve as official contact person with news media representatives.
20. To insure that there is a weekly printed HIGHLIGHTS flyer/sheet throughout the campus (highlighting future week and previous week - activities) and to provide copies to the Chairman/Director and to the BSG.
21. To insure that athletic schedules are printed and disbursed.
22. To be responsible for on campus promotion of individual athletic events (distribution of materials created by the SID and athletic arenas.
23. To assume organizational responsibility for special press conferences (PE/S).
24. To be responsible for all news releases.
25. To be responsible for obtaining all pertinent information from opponents and for sharing information with opponents and athletic organizations.
26. To serve as a resource person to the Chair/Ad and to the department.
27. To participate in the planning and evaluation process of "sports information."
28. Other SID related duties as suggested by the Athletic Director.

In summary, the Sports Information Director prepares advance press publicity-statistical releases, schedules and so forth for all intercollegiate sports at SUNY Brockport. The SID also prepares news releases relative to athletics to the wire services, newspapers, press associations, periodicals and broadcasting media. Statements or news releases dealing with policies of the Athletic Department or of special importance to the Athletic Department SHOULD BE SUBMITTED TO THE ATHLETIC DIRECTOR FOR ACCURACY AND CONFIRMATION prior to being released.

Duties And Responsibilities Of The Head Coach To The SID

It shall be the responsibility of the Head Coach to report results of all matches or games to the SID's office.

Additionally the duties of the coach will include responsibility for the following:

1. To arrange for a team picture with the SID at least three weeks before the end of the official season.
2. To supply the SID office with a complete roster of all eligible team members which will include: name, class in school, position or event, height, weight (optional), hometown, high school and number if applicable. Each member of the team shall have a questionnaire on file to insure that a release can be made for a particular student-athlete. The SID will meet with each coach prior to the season and it shall be the responsibility of the coach to maintain close working contact with the office of the SID.
3. To compile statistics as often as possible and give same to the SID. Such should at least be accomplished by each Monday at 8:30 A.M. Statistics should be totaled and cumulative for each individual when applicable.
4. To prepare for a recap or match/game result to be given to the SID for dispersal through the regular avenues. All results should be complete. It is essential that incomplete results and tournament standings not be provided. Rather, complete information and data is needed by the SID. It is the coaches' responsibility to insure that all results are FINAL and official.
   There is nothing more embarrassing than giving a media member incomplete results and not being able to answer a specific question about team results or individual scores. When reporting results always have first names and team records available.
5. To remember that when talking to a member of the media each coach is representing SUNY Brockport and not merely an individual coach or sport. To refrain from saying anything which will embarrass the College or one of the athletes or staff or administration or College faculty is the objective.
6. To release information on individual student-athletes when such students have completed the SID Questionnaire and signed the waiver (giving permission to release information). Information which the coach and the SID shall be allowed to release must relate to the students' athletic endeavors and related activities.
7. If SUNY Brockport institutes an "Athlete of the Week," each coach must submit the nomination to the SID by Monday at 9:00 A.M.
8. To submit to the SID office (for those coaches who desire to have brochures published) sufficient information which will enable the SID to proceed with the creation, planning and publication of the specific brochure.
9. To be aware of the NCAA, SUNYAC, and other appropriate rules and regulations which pertain to the athletic and SID areas.
10. To work with the Athletic Director and the SID in the creation of a budget and requests for specific brochures, media guides, etc. Upon approval of such a budget and the request for printed materials, it is the responsibility of the coach to insure that the SID receives the needed material for the printed items well in advance of the deadline as established by the SID.

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Duties And Responsibilities Of The Coach To The Press/Media

All publicity releases will be made through the SID's office. There are limits to the assistance which the SID will be able to give as well as limits on the SID's time to care for the needs of all varsity and junior varsity sports. As a rule, the SID will attempt to personally cover all home contests where press-radio-TV coverage necessitates his presence to provide statistical services, reports, etc. The SID will attend away contests as time permits and as news media needs dictate. Where limits of time or where lack of press coverage do not permit the SID to be present personally, it will be the responsibility of the Head Coach to report all results (win or lose) to the SID's office for relay to the various news media. The SID shall advise all coaches of the specific procedures regarding the communication of scores to the SID's office following the completion of all contests (where the SID is not in attendance).

It is essential that one avoids sharing information or special news tips only to reporters or broadcasters with whom one has a personal relationship. Such practices only damages the College's overall public information program. If an individual has any ideas or suggestions for special stories, such ideas should be shared with the SID.

The SID is the professional in the field of sports information and, like a coach in athletics, is better able to judge whether or not an idea or suggestion is worthy of use -- at any particular point in time.

It is wise to remember that there are things which SUNY Brockport policy does not permit the SID or the Athletic Department to do. The SID will not make special pleas for the attention of any Head Coach. The College assumes that professional news people are competent to judge the value of the information provided by the SID. It is not possible for the College to control when and where (or if) the SID's stories and pictures are actually used by the media.

SUNY Brockport will follow the general, accepted policy that immediately following games or events, the coach will have the privacy of the team room. Only players and coaches will be admitted at this time. As soon as the coach has completed his/her communication to the squad members, the room should be open to the various news media for possible interviews. All representatives of the news media shall be treated fairly.

The Football Coaches Association and the Football Writers Association have recommended some years ago that doors to the locker rooms are open NO LONGER than 15 minutes after a game. Perhaps this is a good rule of thumb for other sports as well.

Many news reporters like to talk to squad members. It is the duty and responsibility of the coaching staff to brief the squad members on how to communicate with these news media representatives. Players should be reminded that they have a loyalty to their teammates, coaches and to SUNY Brockport. One only invites difficulty in attempting to keep players from talking with reporters and one would never want to encourage a coach to prohibit players from communicating with the news media. Rather, this department encourages a rather high level of communication, a certain professionalism if you will, between the athletes, coaches and members of the press. Criticism of squad members, coaches, or the administration shall not be tolerated -- either by athletes or coaches. It is the responsibility of the coaching staff to communicate this message with the appropriate individuals and groups and to abide by this policy (abide by both the letter and intent of this important policy).

Miscellaneous Sports Information Policies

The Athletic Budget -- Sports Information Arena

The budget of the sports information office is basically designed to provide information to the news media (and through the media to the general publics). Usually, the interest of the general publics reflect the interest which members of the news media pay to our various sports -- but not always. In some sports the interest expressed by the media is extensive. In other sports it is less so. It makes little sense for the SID and the Athletic Department to waste money and time producing printed material that received little or no "play" by the media unless there are other uses for the production of the printed materials -- recruiting, etc.

Basically, the same philosophy exists regarding production of individual and team photographs for use by players and/or coaches. The SID/Sports Information/Athletic Budget is used to produce photos for media use only (including periodicals). Pictures for players and/or coaches must be ordered by Head Coaches through whatever photographer the SID has made arrangements for taking the pictures. The negatives shall be on file in the SID's office. The picture must be paid for, either by cash or by requisition through the coach's SID/Sport Information/Athletic Budget.

Announcement Of High School Recruits

The announcement of high school or college recruits who will be attending SUNY Brockport can be made through the SID office. The procedure is cited below.

1. Obtain copy of the SID Questionnaire for prospective SUNY Brockport athletes.
2. Request recruit to fill it out, sign it, and return it to the coach or the SID.
3. The SID office will prepare news release for the athlete's home town and SUNY Brockport regular news outlets.
4. If the coach desires a bigger story with a picture in the athlete's home town area, it is advisable to have the athlete or high school coach contact the local sports editor of the paper and make arrangements (bearing in mind the necessity of always working through SUNY Brockport's SID office), but it is also necessary to notify the SID office when the story will be released so the SID is able to alert SUNY Brockport's local outlets if the story merits their attention.

5. The SID office will not be expected to release a news story on a recruit unless the questionnaire is on file within the SID office.

Special Press Functions

Press Conferences are a vital and productive method of communication with the various publics via the members of the news media. Such conferences might well be used for releasing important news regarding appointments, resignations and changes involving major policy. Press conference luncheons are an excellent method of informing members of the media.

The arrangements for press conferences shall be made by the SID in cooperation with the Athletic Director. Upon consultation with the Athletic Director and other appropriate members of the staff, the SID will determine those who are to be invited to a specific press conference. Whenever possible, the University President, the Vice President for Academic Affairs, the Dean of Arts and Performance and other appropriate administrative staff members shall be invited.

Special press days will be arranged by the SID working with the Athletic Director and the various coaches. Such special press days are most productive in enabling the press, radio, television and other interested personnel to meet with the coaching staff, players and administrative personnel.

The purpose of these special press days is to provide quick, convenient, season opening information to the various media. The SID, working with the Athletic Director and coaches and the news media representatives -- plans press days around a luncheon on campus at the College's expense, a question and answer period with coaches, provision for observing players attired in game uniforms so they may be photographed, and for the sharing of other data and information which the staff members might wish to provide and which the representatives from the news media might desire.

Special Games -- Promotions

In order to create and sustain real interest among the various publics, it is essential that occasional special promotions be held for various athletic contests in various sports -- men and women.

Radio - TV - Broadcasting

The Athletic Department encourages as many stations as possible to carry all University contests -- both home and away. Wide coverage through radio has proven to be an effective means of promotion of college and university sports.

All requests for radio and television broadcasts are referred to the office of Sports Information for approval and assistance. The Athletic Director is to be informed of all plans to broadcast athletic events.

The college's own television studio shall be utilized on a regular basis in creating/producing periodic sports athletic shows, such as the show -- ATHLETICS AT BROCKPORT, which was created and aired in 1983-84.

Press Box Policies And Control

The supervision of SUNY Brockport's Press Box Row for all sports is the direct responsibility of the Sports Information Director with approval of the Athletic Director.

Announcing Game Schedules At SUNY Brockport

It shall be the responsibility of the Athletic Director to announce team schedules through the office of sports information.

Coaches shall not announce schedule or game dates to media outlets without approval of the Athletic Director and SID. Schedules must be approved by the Athletic Director prior to complete schedules being released to the public, except as provided below.

From time to time it may be expedient to announce individual game contract signings with major opponents prior to the date on which the entire schedule is to be released. In such cases, the Athletic Director should be consulted and the Athletic Director -- with possible consultation with the Head Coach and the SID -- can authorize such a release of information.

Scholar-Athlete Recognition

The SID will release information on academic achievements of athletes if such information is supplied by the individual coach or athletic administrator.

Athletic Speaking Engagements

Coaches and department personnel who are interested in speaking before various publics should make this fact known to the Athletic Director. Starting with the 1984-85 academic year, the Athletic Director initiated a Speakers Bureau for all staff members within athletics. Departmental personnel should request that their names be included within the Speakers Bureau program along with the specific topics on which they will be prepared to speak.

Individuals who are to speak or to be an active participant at a convention or clinic (on the Brockport campus or off the campus) should notify the SID and the Athletic Director so appropriate publicity (advanced publicity hopefully) can be given to the event and/or the individual's biographical sketch and picture might be forwarded to the site of the event and appropriate news outlets.

All individuals within the department who take part in conventions, clinics and the "giving" of speeches shall include particulars within the "year end report" which is to be provided to the Athletic Director each spring.

Athletic Photos -- Display Of Photos And Plaques (Individual And Team) Within Tuttle North

Team pictures must be arranged by the Head Coach of each sport in cooperation with the Sports Information Director. Team pictures shall be taken no less than three weeks before the end of the season. Team pictures for display in Tuttle North shall be in color starting in 1984-85.

It shall be the responsibility of the Head Coach to insure that all team members are present for the team photo session.

Individual athletes may earn the right to have their photos (8 x 10) displayed in Tuttle North if the following criteria are met:

1. All American Selection -- 1st, 2nd, 3rd team (color photo)
2. All State Selection -- 1st team (color photo)
3. All Conference -- 1st team (color photo).

Conference championship teams shall have a permanent commemorative photo/plaques displayed within Tuttle North.

National championship teams (also, second, third and fourth place teams) shall have a large permanent commemorative photo/plaque displayed within Tuttle North (on the Fabulous Final Four "wall"). Additionally, banners commemorating such teams being in the final four, will be hung in the basketball gymnasia.

Golden Eagle Athletic Hall Of Fame

The Golden Eagle Hall of Fame is comprised of photo/plaques (beginning in 1985-1986) permanently displayed on the "Hall of Fame Wall" in Tuttle North.

PURPOSE:	To recognize those individuals -- who as athletes and/or coaches and/or administrators -- have made outstanding contributions to the intercollegiate program at the State University College at Brockport.
ELIGIBILITITY:	Three categories: A. ATHLETES WHO -- graduated ten years or more from the College -- attended Brockport and participated in the athletic program here for at least two years

-- demonstrated superior athletic performance and contributions both to the athletic department and to the institution itself while at the College

-- is of worthy citizenship

B. COACHES WHO

-- are not presently (and have not been in the past five years) on the athletic staff at the College

-- have demonstrated superior competence and professionalism in making contributions to the intercollegiate program and to the institution itself and to individual student-athletes

-- is of worthy citizenship and is a positive role model in his/her professional involvements as well as in his/her personal life

C. ADMINISTRATORS WHO

-- are not presently (and have not been in the past five years) on the athletic staff at the College

-- have demonstrated superior competence and professionalism in making contributions to the total intercollegiate program and to the institution itself and to individual student-athletes and to athletic coaches

-- is of worthy citizenship and is a positive role model in his/her professional involvements as well as in his/her personal life

NOMINATIONS:

Written nominations will be accepted by the Athletic Director of the State University of New York - College at Brockport on an ongoing basis, but before January 15th of each year in order for the nominations to be considered for induction in the fall of that year.

Nominations, which may be self-initiated or other initiated, should be in the form of a resume of the nominee's achievements in athletics, the profession and civic activities.

Each nomination will be kept in an active file for a period of three years and considered during each of those three years. At the end of the three year period the nomination form shall be removed from the active file. Such a nomination may be resubmitted at any time thereafter (which starts another three year consideration period).

SELECTION COMMITTEE: Shall consist of the following:

1. representative of the Board of Athletic Control (one) - chosen by the BAC
2. athletic director at SUNY Brockport
3. representatives of FRIENDS OF BROCKPORT ATHLETICS (FOBA) - two (one from the college/one from the community)
4. two representatives of the intercollegiate sports program at the College - (one coach of a men's team/one coach of a women's team)
5. the College's sports information director (SID) - if one is in existence
6. representative of the news media (any media) - (one) (selected by the athletic administration)
7. one current student representing the BSG
8. director of alumni affairs

SELECTION PROCESS: In the first year of existence there shall be up to sixteen individuals initiated. In the second year of existence there shall be no more than six members initiated. In the third and subsequent years there shall be four new members initiated (although in unusual instances there may be more than four -- the concept is to add four however). All current nominations are to be examined by all present members of the selection committee (a quorem consists of five members). The top vote "getters" via a written ballot will be selected to be inducted in that year's ceremony. It is anticipated that the ceremony will take place during a luncheon at Homecoming. A special plaque will be hung in Tuttle North on the wall designated as the GOLDEN EAGLE ATHLETIC HALL OF FAME wall.

(Revised 1/20/85)

Related Organizations

Brockport Athletic Committee (BAC)

The purpose of the Brockport Advisory Committee is to provide for faculty and administrative control of the intercollegiate athletic program and to review and recommend policy insofar as intercollegiate athletics are concerned on the college campus. Athletics exist for the purpose of providing significant competition in wholesome sports for students, as an integral and constructive part of the educational and student life of the institution.

The Brockport Athletic Committee shall:

1. Recommend policies pertaining to the conduct of intercollegiate sports/athletics to the President, through the office of the Dean.
2. Provide recommendations, advice and suggestions to the intercollegiate athletic department pertaining to policies, procedures and practices of the athletic program.
3. Serve as liaison between the athletic department and the general college community (students, staff, faculty, administration) in terms of communication.

Friends Of Brockport Athletics (FOBA)

A support organization for intercollegiate athletics (men/women) at SUNY-Brockport exists and is composed of both community and college "supporters."

The organization is allied with the college yet is a separate entity with officers and a board of directors. The major role of this organization is to provide assistance to the athletic department and athletic teams for the "extras," not to provide basic support for the athletic program (that role is to be filled by the college itself and by the funding agent, i.e., the Brockport Student Government, BSG).

The major functions/activities of the FOBA are: (1) annual cheese/wine gathering in December or January, (2) reverse raffle/buffet usually held in early March/late April, (3) spring golf outing, and (4) Hall of Fame induction luncheon during Homecoming weekend.

Club Sports

There are several sports on the College campus which are organized on a club basis. The financial backing for all club sports come primarily from the budget of the Brockport Student Government (BSG). However, assistance from Physical Education and Sport is available in the form of facilities and some equipment and supplies. Club sports can and do play an important part in the complete athletic/recreational picture of the College.

The criteria for Club Sports being elevated to a varsity status have been established by the Brockport Athletic Committee upon the recommendation of the department of the Athletic Director. These criteria include:

1. All present intercollegiate sports are adequately funded, adequately equipped, adequately supplied and otherwise adequately representative of what a Division III intercollegiate, competitive sports activity should be within the NCAA and SUNYAC.
2. The club should have been in existence as a recognized college club at Brockport State for at least three continuous years, and it shall be:
    - A. demonstrated that the club can compete successfully with the institutions which Brockport State ordinarily plays on the intercollegiate level and that these institutions are appropriate for Brockport State level of competition in this proposed new varsity sport.
    - B. demonstrated that the proposed competition of this club -- when and if it becomes a varsity sport -- can occur on an intercollegiate team basis rather than a club basis. For example, Brockport State (varsity teams) will not play club teams.
    - C. demonstrated that the varsity opponents which could be scheduled are within reasonable travel distance (1 1/2 to 2 hours -- generally speaking, exclusive of conference opponents).
    - D. demonstrated that the sport activity is considered to be a recognized sport within the SUNYAC and as such that the standings in the conference in this specific sport activity shall count in the tabulation of the All SUNYAC Sports Championship (if and when such a championship is established).
3. Positive recommendation of the Athletic Director. The Athletic Director must provide a positive recommendation in favor of the club sport being elevated to varsity status based upon the satisfaction of other stated criteria.
4. An appropriate and adequate budget (for the next five years) must be prepared which reflects the total operating costs as expected for this time period. Such items shall include, but not be limited to, the following:
    - A. salary for professional coaching staff and support staff
    - B. equipment
    - C. supplies
    - D. awards
    - E. travel
    - F. officials

    G. insurance
    H. scouting
    I. SID (sports information)
    J. office supplies
    K. phone
    L. other

5. Adequate number of players. A sufficient number of participants/players (with superior skills to be competitive against varsity competition of other institutions -- 2A & 2B, see above) must have participated as regular members of the club over the previous years in which the club has been in existence. There, in brief, must be an adequate number of qualified players to sustain a squad size which would be adequate for varsity level participation. Additionally, the students who are and have been participating in this club sport shall be -- generally speaking -- evenly distributed among the freshmen, sophomore, junior and senior classes, i.e., not all juniors and seniors.
6. There shall be adequate provision for the selection and retention of qualified coaching staff. It must be possible to secure a coach for the proposed varsity team. Said coach must be qualified according to the standards of the Athletic Department. Provision must be made available for the allocation of monies for the coaching position(s) at a competitive level. It is highly desirable that the coach be a full time member of the Physical Education and Sport department. If that is not possible, then it would be highly desirable for the individual to be a full-time member of the college community -- if at all possible. Only as a last resort shall a part-time coach be considered who is not otherwise in the employ of Brockport State.
7. It shall be shown that there is adequate practice/game facilities to adequately care for and meet the needs of the participants (practice, game and locker facilities).
8. It shall be shown that the needs of the proposed varsity sport can be adequately met in terms of the Sports Information Office as well as secretarial services. A detailed description of the needs of the proposed sport (with budget expectations) in terms of Sports Information and secretarial assistance shall be provided for a five year period.
9. A projected level of expected competency (win/loss record), standings within the conference (if appropriate) shall be provided for the next five years in light of the available allocation of resources and in the knowledge that the athletic department operates at a Division III concept.
10. A list shall be provided of:
    A. probable opponents
    B. number of games within season (home and away)
    C. number in travel party for away contests
    D. length of season
    E. out of season practice -- if any
    F. time expected for participants to be away from classes due to participation
    G. possibility of pre-school activity
    H. possibility of sports activity during vacation periods

I. criteria for letter awards for this activity
J. services needed in terms of athletic training
K. other factors or needs which might have a bearing upon the success and level of competency for this specific sport activity

11. Projections in terms of student recruitment -- number of new student-athletes who should be attracted to Brockport State due (at least in part) to the fact that this activity is at a varsity status in contrast to club status. Comments on how student recruitment might be affected and conducted should be provided.
12. A detailed explanation of the advantages incurring to the:
    A. students involved
    B. general student body
    C. athletic department
    D. general university community
    E. nearby communities
13. Demonstration of continuity in coaches/advisors for the club throughout the time in which the club has been in existence.
14. Demonstration of respectability in terms of the manner in which the sport activity has been conducted generally throughout the history of the club sport as a recognized College Club Sport. The club must have demonstrated that a high degree of sophistication and responsibility has been in evidence in the day to day operation of the club sport activities during its existence (minimum of three year's continuous existence) within Brockport State.

Procedures To Follow For A Club Sport To Approve An Official Request To Become Recognized As An Official Intercollegiate Athletic Team At Brockport State

1. When a club is formed and recognized by the College as a club sport, and if the club desires to be elevated to an intercollegiate athletic sport, it shall be the responsibility of that club to be in continual written and verbal communication with the Athletic Director to inform the Athletic Director of the club's needs in terms of practice times and assistance in terms of scheduling contests within the athletic facilities.
2. The Athletic Director shall be kept abreast of the club's activities _and_ progress _and_ problems _and_ successes throughout its existence. These progress reports should be made semi-annually and be in writing.
3. Upon coming into existence and being recognized as an official club sport at Brockport State AND determining that the club wishes to be considered for possible elevation to varsity status, the club advisor(s) and representatives of the club shall communicate in writing with the Athletic Director this fact.
4. The representatives of the club working closely with the club's official advisor(s) shall complete a written proposal requesting that consideration be given to their request that the club be elevated to varsity status based upon the fact that all stated criteria for such status have/will in fact be met as outlined and stated herein. The proposal (with a positive, negative or "no recommendation") will be sent to the Brockport Athletic Committee.

5. The club sport shall become an intercollegiate varsity team when:
   A. it is so recommended by the Athletic Director
   B. the recommendation of the Athletic Director is approved by the Brockport Athletic Committee.
   C. the approval by the Athletic Committee of the recommendation by the Athletic Director is affirmed by the Administration of the University -- through the office of the Dean of Arts and Performance.

Specific Departmental Policies-Practices-Procedures

The Annual Report Of Coaches

It shall be the responsibility of the Head Coach in each sport to provide a written annual report following the conclusion of the sport season. Said report shall be delivered to the Athletic Director within thirty (30) days of the conclusion of the sport's season in both the fall and the winter sports season and within ten (10) days of the conclusion of the spring season. (See Appendix III).

It shall be the prerogative of the Head Coach to also provide an assessment of the season _and_ of the coaching staff _by_ student-athlete evaluation forms.

Included within this Year End Report shall be:

1. all records tied and broken (team and individual)
2. recommendations for letter award winners and special award winners
3. information regarding drop outs, problems, inquiries
4. information regarding number of recruits and walk-ons who tried out for the team and the number who actually made the team
5. recommendations/suggestions for future seasons

The Annual Report Form is provided by the department for the use of the coaching staff although each coach is free to adapt the form to his/her own use and/or to utilize another format as long as the information sought through the departmental form is included in the final Annual Report.

The objective of this Year End Report is to provide concrete summary data which shall be utilized in the evaluation of the specific sport in question. Additionally, this report form shall be included in the Athletic Director's "year end report" which is shared with the college administration.

Multiple Sport Athletes

The Athletic Department at SUNY Brockport encourages student-athletes to participate in more than one sport. With this philosophy, it is necessary that coach and athletes understand that coaches involved in the various sports must work out an agreeable arrangement which will enable student-athletes to actually assume the role of a multiple sport athlete. No athlete will be required to stop participation in one sport in order to be able to start competition or practice in a subsequent sport.

No athletes quitting or leaving a team (or being dismissed from a team) will be allowed to begin association (in any manner whatsoever) with another team as long as the initial team's season has not concluded, without the written permission of the head coach of the initial sport and the written permission of the Athletic Director.

If tryout of practice sessions are held in a second sport while the athlete is currently engaged in another sport activity, the athletes must be given the opportunity to try out for the second sport activity in the same manner/fashion as all other hopefuls attempting to make the squad in the second sport (after the initial sport season is concluded).

The ultimate objective is to serve the student; and, if participating in more than one sport serves the needs of an individual student, then it behooves the department and the coaches to see that the student is given an honest opportunity to do so.

Transfers

Coaches will at various times receive requests from student-athletes who desire to transfer from other institutions. In an attempt to demonstrate fair play and good faith in terms of recruiting student-athletes who are already enrolled at other institutions, and to abide by National and Conference regulations, this department has established the policy of requiring the Head Coach to request the Athletic Director to write the institution from which the prospective transfer student-athletes is or was enrolled. The Athletic Director shall inform the other institution's athletic director of the student's intentions.

The Athletic Director then should obtain the other institution's permission before the SUNY Brockport coaching staff shall be allowed to talk to the prospective transfer student-athlete. If the student is already on the SUNY Brockport campus (as a Brockport student), the Athletic Director will similarly inform the previous institution's athletic director as a matter of courtesy and to obtain a release should such a release be required.

Athletic Sports Managers

The coach of each sport is responsible for finding managers to service that sport. It is preferred that the manager be some only truly interested in the sport as there shall be no remuneration for serving as manager other than the close association with the team members and coaches and traveling with the team. The duties and responsibilities of managers might include:

1. Care of equipment/supplies -- bring equipment and supplies to practice site and returning same to storage following activity. Checking status of equipment/supplies.
2. Distributing uniforms by number to players and picking up uniforms immediately after game/contest to wash, store and get ready for reissue.
3. Keep statistics.
4. Performance of other tasks assigned/requested by coaching staff.

Since student managers at this college are all volunteers who receive no financial remuneration for their services, the number available each season may vary from sport to sport. Student managers are eligible to receive the same award as any athlete, as a reward or tribute for a job well done except that it is a "student manager award." It is expected that all managers shall be cheerful (SMILE), hard working and responsible. The presence of a competent manager can be instrumental in the success of the team just as the presence of a competent team member can be instrumental in the team's success. The good, quality, loyal managers shall be treated with respect by coaches and team members and appreciated for the contributions they provide to the individual athletes and individual sports programs.

Athletic Award Procedures

At the completion of the season all Head Coaches shall submit a typed list of athletes eligible for letter awards to the Athletic Director for approval. Upon approval by the Athletic Director, the budget coordinator shall file the names of those student athletes who have been granted a specific award/honor and said record shall be maintained forever within the athletic files. Only those records containing the signature of the head coach and the Athletic Director shall be considered valid for purposes of recognizing the earning of a specific athletic award/honor. The criteria for awarding varsity athletic awards shall be approved by the Athletic Director. The list of criteria shall be on file within the athletic office.

The individual student-athlete to be eligible for a letter award must be eligible for competition during the quarter of competition. The student must have demonstrated satisfactory behavior as a team member for the complete season. In case of injuries which prevent the completion of playing time, the Head Coach may recommend to the Athletic Director the waiver of the time/participation requirement.

The number and type of individual honor awards to be earned by athletes within any given sport shall be determined by the Head Coach and the Athletic Director. Such approval by the Athletic Director must be obtained prior to the Head Coach attempting to initiate the practice of awarding any new trophies, plaques and other awards within a particular sport. No award will be authorized to be issued other than those awards which have been appropriately approved beforehand.

Student Athletic Managers And Trainers - Letter Awards

Student athletic managers/student athletic trainers shall be eligible for letter awards designating specific competency and performance. These individuals shall be eligible for athletic student trainer and athletic student manager letter awards.

Criteria For Athletic Letter Awards -- Student Trainers & Student Managers

Managers: 1. Complete the season (play, practice and post season). 2. Be available to work as a student manager at practices and games and to accompany the team on road trips when deemed appropriate by the Head Coach. 3. To carry out the above responsibilities as scheduled by the Head Coach. 4. In event of extenuating circumstances, an award recommendation may be made at the discretion of the coaching staff -- with approval of the Athletic Director.

Student Trainers: 1. Complete the season (play, practice and post season). 2. Be available to work as a student trainer at practices and games and to accompany the team on road trips when deemed appropriate by the Head Athletic Trainer and/or Head Coach. 3. To carry out the above responsibilities as scheduled by the Athletic Training and/or Head Coach. 4. In event of extenuating circumstances, an award recommendation may be made at the discretion of the Athletic Trainer and/or coaching staff -- with approval of the Athletic Director. 5. To serve in the capacity of student trainer for a minimum of 60% of the practice hours and all of the scheduled contests of the specific sport or activity to which the student trainer is assigned.

Criteria For Athletic Letter (Certificates) Awards -- Varsity Athletes (M & W)

Cross Country (men & women): a) participate as one of the "varsity seven" in 3/4 of season meets, b) make a major contribution to the squad (unusual circumstances may waive the requirement for participating in 3/4 of regular season meets, c) if a senior -- and having participated on the varsity squad for two season -- the individual may earn a letter without meeting the 3/4 regular season meets, d) must be in good standing as a team member (as determined by the head coach).

Field Hockey: a) play in 3/4 of all regular season games, b) make a major contribution to the squad, (unusual circumstances may waive the requirements for participating in 3/4 of the regular season games - as determined by the head coach in conjunction with the AD), c) if a senior - and having participated on the varsity team for two season -- the individual may earn a letter without meeting the 3/4 participation requirement (as determined by the head coach in consultation with the athletic director), d) must be in good standing as a team member (as determined by head coach).

Football: a) play in half of the regular season games, b) make a major contribution to the squad, (unusual circumstances may waive the requirements for participating in 1/2 of the regular season games - as determined by the head coach in conjunction with the AD), c) if a senior and having participated on the varsity team for two seasons - the individual may earn a letter without meeting the 1/2 participation requirement (as determined by the head coach in consultation with the athletic director), d) must be in good standing as a team member (as determined by the head coach).

Soccer (Men): a) play in 1/2 of all regular season games, b) make a major contribution to the squad (unusual circumstances may waive the requirements for participating in 1/2 regular season games (as determined by the head coach in conjunction with the AD), c) if a senior and having participated on the varsity team for two seasons -- the individual may earn a letter without meeting the 1/2 participation requirement (as determined by the head coach in consultation with the athletic director, d) must be in good standing as a team member (as determined by the head coach).

Soccer (Women): a) play in 3/4 of all regular season games, b) make a major contribution to the squad (unusual circumstances may waive the requirements for participating in 3/4 of the regular season games -- as determined by the head coach in conjunction with the AD), c) if a senior - having participated on the varsity team for two seasons -- the individual may earn a letter without meeting the 3/4 participation requirements (as determined by the head coach in consultation with the athletic director, d) must be in good standing as a team member (as determined by the head coach).

Tennis (Women): a) to be decided in Fall of 1984.

Volleyball: a) play in 80% of regular season matches, b) make a major contribution to the squad (unusual circumstances may waive the requirements for participating in 80% of regular seasons games -- as determined by the head coach in conjunction with the AD), c) if a senior - and having participated on the varsity team for two seasons -- the individual may earn a letter without meeting the 80% participation requirement (as determined by the head coach in consultation with the athletic director), d) must be in good standing as a team member (as determined by the head coach).

Basketball (Men & Women): a) play in 3/4 of all halves or 1/3 of total of regular season games, b) major contribution to squad (unusual circumstances may waive the requirement for participating in 3/4 of all halves, c) if a senior -- and having participated on the varsity squad for two seasons - the individual may earn a letter without meeting the 3/4 or 1/3 requirements, d) must be in good standing as a team member (as determined by the head coach).

Gymnastics: a) participate in majority of regular season meets and win recognition as gymnast by virtue of national listings, b) major contribution to the squad (unusual circumstances may waive the participation in majority of regular season requirements - as determined by the head coach in conjunction with AD, c) if a senior and having participated on the varsity team for two seasons -- the individual may earn a letter without meeting the majority of season requirement (as determined by the head coach in consultation with the athletic director, d) must be in good standing as a team member (as determined by head coach).

Swimming (Men and Women): a) The varsity award is based on the total number of points scored. Each participant shall average two points per meet, b) in addition the coach may award a varsity award to team member if the individual has made a significant contribution to the team. Such extenuating circumstances shall be determined by Head Coach in consultation with the Athletic Director, c) if a senior - and having participated on the varsity squad for two seasons - the individual may earn a letter without meeting the point total, d) must be in good standing as a team member (as determined by the head coach).

Wrestling: a) major contribution to the squad (unusual circumstances may waive the requirement for having a winning record, b) place in Conference Tournament or be an All-American and must have a winning record, c) if a senior - and having participated on the varsity squad for two seasons - the individual may earn a letter without meeting the winning record requirement, d) must be in good standing as a team member (as determined by the head coach).

Ice Hockey: a) play in 2/3 of the regular scheduled contests, b) make a major contribution to the squad (unusual circumstances may waiver the requirement of playing in 2/3 of the games - as determined by the head coach and athletic director, c) if a senior - and having participated on the varsity team for two seasons -- the individual may earn a letter without playing in 2/3 of the contests (as determined by the head coach and athletic director), d) must be in good standing as a team member (as determined by the head coach).

Indoor and Outdoor Track and Field (Men and Women): a.) participate in 80% of all regular season meets and average one team point scored per meet. Places in non-scoring meets will be assigned points for the purpose of varsity awards, b.) make a major contribution to the squad (unusual circumstances may waive the requirement for participating in 80% of regular season meets and point average - as determined by the head coach in conjunction with the AD), c.) if a senior - and having participated on the varsity team for two seasons - the individual may earn a letter without meeting the point requirement (as determined by the head coach in consultation with the AD), d.) must be in good standing as a team member (as determined by the head coach).

Other sports: criteria to be established.

Descriptions Of Special Awards - By Sports (Individual Awards)

The sports listed below have been approved to provide special recognition for members of individual teams.

A. Field Hockey - MVP
B. Basketball (Men) - MVP, Most Outstanding, Most Improved, Most Veristic
C. Basketball (Women) - MVP, Most Improved, "Hustler", "Take the Charge", Top Rebounder, Top Assists
D. Soccer (Women) - Captains
E. Ice Hockey - MVP, Most Improved, Players Player Award

Banners -- Display Of

Banners may be purchased from the individual sport budget for those sports participating in a national tournament (Fabulous Final Four). Banners for conference championships or (state) championships may be purchased. These may be single "shingles" or individual year indicators to be placed beneath a larger banner to signify the year of the specific championship.

Athletic Banquets

Each team will be permitted to have an awards banquet at the conclusion of the season or at another time which the Head Coach shall select with the approval of the Athletic Director.

The amount of money allocated for each individual sport banquet shall be determined by the number of individuals who are officially involved with the team, i.e., coaches, players, managers, scorekeepers, etc. This number will be determined by the Head Coach and the Athletic Director.

"Outsiders" may be invited to the banquet but they must pay to attend. The athletic department will pay for the cost of selected University administrators and invited staff and faculty. Parents and relatives of the athletes and athletes shall be charged for the banquet.

It is suggested that the banquets be combined among sports (for example, sports in a particular season, to minimize expenses of the events and to provide for a more meaningful and enjoyable experience. Thus, there might be a fall banquet, a winter banquet and a spring athletic banquet. In lieu of banquets, it shall be permissible for the Head Coach to plan a "party" at the coach's home or at a public dining establishment so long as the cost of said "party" or banquet is comparable to a regularly scheduled event on the College campus.

Use Of Facilities

The Chairperson/Director has established specific policies regarding the utilization of facilities. The Chairperson/Director is responsible for the scheduling of all physical education and athlete activities.

It shall be the responsibility of the Facility Coordinator to recommend to the Athletic Director as to the adviseability of continued use of any facility (indoor or outdoor). It is often necessary, in both the fall and spring, to restrict use of specific athletic fields/facilities in order to protect said fields/facilities. The Athletic Director (or his designee) shall be the person who has responsibility for making this decision and communicating the decision to the appropriate individuals. Also, see page 73, Home Event Management.

When non-college organizations, groups or individuals desire to utilize Athletic/Physical Education facilities, the scheduling of all such facilities shall be cleared through Tom Rosia's office.

First priority of such facilities shall be academic. Second, the intercollegiate athletic program. Third, the intramural program. Fourth, general recreation and club sport activity. Of course, the facilities can also be used for other purposes/activities within the college's programs, i.e., commencement, concerts, etc.

Coaches desiring to request regular and extra practice time should contact the Facility Coordinator or the athletic secretary with a written request for said practice time. This office will then endeavor to determine if a suitable site is available.

The use of the wrestling, pool and gymnastics areas/rooms within Tuttle North shall be limited. These three areas shall be locked when not in use. Only authorized use shall be allowed.

I. PE/S department members should be authorized to have access to the PE/S/R facilities for other than regularly scheduled classes on the following bases:

1. The academic major in Physical Education and Sport is implicitly supported by the rationale developed in the position paper Body Skill and Liberal Arts Education written by R. Scott Kretchmar. The facilitating relationship between propositional and procedural knowledge (this dichotomy is used loosely) requires that faculty, as well as students, be well versed in body skills necessary to cultivate judgment and understanding required to be competent in the skills area and the major in PE/S studies.
2. The Physical Education and Sport unit consider the gymnasia, fields, courts, pools, weight rooms, ice rink, etc. as laboratory facilities equivalent to laboratory facilities in other departments. Although these facilities have a unique dual role, primary importance must be given to the educational role of the college.
3. Faculty members are responsible for maintaining and upgrading their skills and teaching skills of activity courses. These skills are primary considerations in questions of retention, promotion and tenure. Faculty members of PE/S must not be denied the opportunity to engage in justifiable professional development.

II. The faculty/staff of Physical Education and Sport should be allowed access to the PE/S facilities as a prerequisite for the following reasons:

1. for the purpose of conducting research in the area of body skills;
2. for the purpose of skill (sport or activity e.g. basketball shooting, pole vault, mountain climbing, yoga, judo, etc.) acquisition, improvement, maintenance, retention and relearning when related to curricular needs of the major in Physical Education and Sport.
3. for the purpose of small group or individualized instruction for non-scheduled class periods;
4. for the purpose of developing or maintaining physical fitness and/or motor fitness. The more inclusive term motor fitness refers to muscular strength and endurance, circulatory-respiratory endurance, muscular power, agility, speed and flexibility. These components are considered to be a necessary but not sufficient prerequisite for the appropriate development of performance capacities. The development or maintenance of motor fitness must be related to a faculty member's instructional and/or research responsibilities.

With respect to Physical Education and Sport faculty use of facilities for skill development and/or research and/or motor fitness the basic criterion of access is whether or not the faculty member's normal instructional responsibilities entail the use of the skills appropriate to the space, whether or not the kind of research project is directly related to the instructor's area of specialization commensurate with curricular needs, or whether or not the attainment or maintenance of motor fitness is a necessary prerequisite for effectiveness of teaching in courses the instructor normally teaches. All use other than that which is specifically professional work related shall be deemed recreational and shall be governed by policies approved for that purpose. In cases where appropriate access is in question, Physical Education and Sport Chairperson will supply information on direct relevance of the use of the facility for a specific instructor.

PE/S faculty meeting the above basic criterion will be provided with a priority in the use of the appropriate facilities in times outside of scheduled classes. This priority will be provided by either (1) allowing early sign-up (one day ahead of normal) for use of the appropriate facilities during open recreation time or (2) allowing reservation of appropriate facilities when not previously assigned to other approved groups during officially open hours or (3) allowing authorized PE/S faculty access to the appropriate facility at times when the facilities are officially closed.

Policies For The Use Of PE/S Bulletin Boards And Showcases

1. Notices, signs, and displays may be posted and/or exhibited on/in appropriate areas such as bulletin boards and showcases. Posting on classrooms, hallway or entrance doors or walls will be removed.
2. Space allocations shall be made by the Chairperson/Director.
3. Space allocations will be reviewed annually by the Chairperson/Director.
4. Space allocation shall be made for specific durations:

Long Term	Academic Year Semester Quarter
Short Term	Month Week Day

5. All short term materials shall clearly display the name of the individual or group posting or exhibiting and the date for removal.
6. All long term allocations shall be kept current by the individual or group to whom space has been assigned.

Keys — Locks -- Office Space

Office space for all full time and part-time staff members will be assigned by the department administrator. Keys to all segments of the facilities needed by each staff member shall be provided through the departmental administrator.

Keys shall be distributed on a "need to have" basis. There is a "key bank" located in the PE/S administrative suite.

Staff members shall not let keys out of their personal possession. In point of fact, keys to the facilities and various rooms should not be out of the possession of the staff member -- under any circumstance. UNDER NO CIRCUMSTANCE IS ANY STUDENT TO HAVE A STAFF MEMBER'S KEY(S).

It shall be the policy of this department to change the lock(s) to every door at least once every 4-6 months in the case where student employees must -- due to their assignments -- officially be issued a key. ALL LOST KEYS OR MISPLACED KEYS ARE TO BE REPORTED IMMEDIATELY TO THE DEPARTMENT ADMINISTRATOR.

There shall be special doors to which only specific staff members and student employees and other support personnel shall have access to within the facilities. This is in line with the "need to have" philosophy enumerated earlier and is an attempt to insure greater security.

The following are guidelines relating to keys within the athletic area.

1. Building Master Keys are issued only upon written approval by the Chairperson/Director.

2. Faculty and staff members may be assigned a building exterior door key and the necessary interior keys to operate effectively. All key requests must be approved by the PE/S Chairperson/Director.

3. A record of all keys assigned to one person will be kept by the athletic secretary. When a faculty or staff member's appointment terminates, the keys are to be returned to the athletic secretary.

4. Loss of keys by faculty or staff should be reported immediately to the athletic secretary, who shall in turn report the loss to Plant Management.

5. If a faculty or staff member is relocated and/or reassigned responsibilities, the old set of keys must be returned to the athletic secretary before a new set will be issued.

6. At least one exterior door in each building will be designated for faculty and staff using during "Officially Closed Hours".

7. All activities, except formal classes, must be registered with the Activities Office in the Seymour College Union for reservations and procedures, through the Facilities Coordinator.

8. As a general rule, building hours Monday through Friday should be 7:00 A.M. - 11:00 P.M. Hours will vary in each building during weekends, when college is in session. During vacation and intersession periods, the building weekday hours will be 7:00 A.M. - 6:00 P.M.; weekend hours will vary in each building.

9. Faculty and staff who enter a locked building with their own key are responsible for securing all doors they use.

10. Only in unusual or emergency circumstances should a faculty or staff member allow a student to use his keys. Security of state property demands that faculty and staff members use discretion in arranging for keys charged to them to be used by others.

11. Duplication of keys is strictly prohibited.

12. Any one found in possession of unauthorized keys shall be reported to the Chairperson/Director.

Scheduling Contests/Practices

The initial considerations in the scheduling will be the fulfillment of all obligations of conference play where they exist. Contests should normally be scheduled between similar institutions within the same geographical area. Natural and traditional rivalries should be respected, and a balance of competition which will lend interest, color, and appeal will be considered.

The coordination of all athletic scheduling (scrimmages, pre-season, in-season, post-season) shall rest with the Athletic Director (a duty delegated to an athletic administrative assistant). Individual sport coaches are encouraged -- indeed may be requested -- to establish initial contacts, make tentative arrangements, and recommend toward future scheduling; however, no scheduled events are binding until contracted through the office of the Athletic Director, who will personally sign all contracts. Schedules are sought to be developed a minimum of one year in advance (in most sports) and are usually based on a two or four year (home & home) agreement.

Each year the department sponsors a number of special sporting events on the campus or cooperate in their sponsorship. Below are the usual events being promoted at this time or anticipated:

1. Homecoming
2. Parent's Weekend (combined with Homecoming)
3. All Sports Day (Winter) - Proposed
4. Special Athletic Tournaments

It is highly desirable for all sports (insofar as is possible) be scheduled on the SUNY Brockport campus for Homecoming/Parent's Weekend and All Sports Day.

The Athletic Director or designee will maintain the master scheduling book. Tentative game arrangements shall be written in pencil and contracted and signed contests shall be written in ink. Coaches are responsible for being aware of scheduled events for all sports so as to prevent possible conflicts and to prevent the situation in which SUNY Brockport finds itself with all teams away from campus on a particular date.

THE FALL SPORT'S SCHEDULE SHALL BE COMPLETED BY THE PRECEEDING JUNE 1ST. THE WINTER SPORT'S SCHEDULE SHALL ALSO BE COMPLETED BY THE PRECEEDING SEPTEMBER 15TH, ALLOWING FOR SOME LATE CHANGES UNTIL LATE SEPTEMBER. THE SPRING SPORT'S

SCHEDULE SHALL BE COMPLETED BY FEBRUARY 1ST OF THE YEAR IN WHICH THE CONTESTS ARE TO BE PLAYED.

It shall be the responsibility of each Head Coach to make the Athletic Director (or designee) aware of tentative agreements so that the Athletic Director (or designee) may put the event in the master schedule book. The reason for this requirement is to allow all coaches (in addition to the Athletic Director) to be aware of which athletic contests are tentatively planned on certain dates. Thus, the athletic department will be able to "work around" dates which are already on the calendar. It is not desireable to have a situation in which we have scheduled 3, 4, or 5 or more contests away on the same day while having no home athletic contests for our students and faculty.

It shall be the policy for the department to schedule as many contests as possible on weekends and on days which would insure that athletes (and their coaches) would miss a minimum of classes and other college activities. It is acknowledged that in some sports (softball, baseball, etc.) it will be more difficult to further reduce the conflicts between classes and scheduled contests (and makeups due to inclement weather) due to the nature of the "beast."

Whenever possible, athletic administrators and coaches should attempt to schedule and travel in such a manner as to share vehicles (bus) so that the transportation challenge with a minimum of vans/cars will not be critical for every away contest. Either the athletic administration should attempt to schedule contests so that several teams could ride the college bus or the contests should be scheduled so that the department would not have a multitude of away contests on the same date with all teams requiring college transportation.

The maximum number of contests per sport has been established by the Brockport Athletic Committee. The maximum number of contests (which may be further limited by available monies and other factors) are:

SPORT	MAXIMUM NUMBER OF CONTESTS
Baseball	12 (Spring) exclusive of spring trip
Basketball(M)V	22 + Lincoln First (counts as 3) Tournament and one contest for SUNYAC tournament (ECAC counts as two contests)
Basketball(W)V	24 + SUNYAC
Basketball(M)JV	14
Basketball(W)JV	14
Cross Country	11
Field Hockey	12
Football(V)	10
Football(B)	5
Gymnastics	10
Ice Hockey	26 (SUNYAC counts as one contest) (ECAC counts as two contests)
Lacrosse(M)	11
Lacrosse(W)	11
Soccer(M)	16

Soccer(W)	16	
Softball	12	
Swimming(M)	11	
Golf (M-W)	10	
Soccer (M) JV	5	
Swimming(W)	11	
Tennis(MW)	11	
Track/Field	15	(5 indoor and 10 outdoor)
Volleyball	12	
Wrestling(V)	16	
Wrestling(B)	8	

Limitation of practice time is generally the responsibility of the Head Coach. A guideline of not utilizing more than three hours of a student's time in any given day will be adhered to in organizing a practice schedule while the college is in session.

Other than conference obligations it shall be an established goal that away evening contests scheduled on a school day should be limited to institutions within 1 1/2 to 2 hours driving time (one way). This same guideline is to be followed on days preceeding a school day if the event is scheduled for an evening starting time. In addition to conference obligations, exceptions shall be made for natural and traditional rivalries as well as instances in which it is impossible to schedule a suitable and competitive opponent in the specific sport within the 1 1/2 to 2 hour guideline.

Scheduling shall be organized so that it furnishes as nearly equal competition as possible in light of a variety of factors. Scheduling teams which are Division I and II shall be accomplished only when other objectives (such as equal competition, short distances, recruitment, public relations, financial) can be shown to be realized.

The length of season, distance of travel, and absence from classes are all factors which shall be weighed and considered in establishing a well-balanced, competitive intercollegiate athletic schedule for men and women. Schedules should be constructed so that there is as many home contests as possible, all factors considered. Regular season contests (all games sponsored by organizations other than NCAA, such as ECAC, NYSAIA, etc., shall be considered as regular season games/contests) shall not be scheduled during the period of final examinations or during commencement, generally. Post season NCAA competition falling during final examinations or during commencement are approved. Faculty assistance shall be respectfully requested in continuing allowances for students' participation which would conflict with class and test sessions.

MAXIMUM LENGTH OF SEASON*

	PRE SEASON	IN SEASON
Baseball	9/1-9/30 2/15-4/1	9/1-10/4 4/1-5/15
Basketball(M)V	10/15 - NCAA	NCAA - 3/8
Basketball(W)V	10/15 - NCAA	NCAA - 3/8
Basketball(M)JV	10/15 - NCAA	NCAA-last Varsity game
Basketball(W)JV	10/15 - NCAA	NCAA-last Varsity game
Cross Country	Fall Pre-Date	9/10 - 11/1
Field Hockey	Fall Pre-Date	9/10 - 11/1
Football(V)	NCAA	2nd Sat. Nov.
Football(JV)	NCAA	after 1st Varsity-before last V
Gymnastics	10/1 - 11/30	12/1 - 3/21
Ice Hockey	10/10 - 10/31 note ECA/NCAA ice restrictions	11/1 - 3/8
Lacrosse(M)	2/1 - 3/31	4/1 - 5/15
Lacrosse(W)	2/1 - 3/31	4/1 - 5/15
Soccer(M)	Fall Pre-Date	9/10 - 11/7
Soccer(W)	Fall Pre-Date	9/10 - 11/7
Softball	2/1 - 3/31	4/1 - 5/15
Swimming(M)	10/1 - 11/14	11/15 - 3/1
Swimming(W)	10/1 - 11/14	11/15 - 3/1

*NOTE: The above listed dates serve as suggested guidelines and are subject to change based on the academic calendar established by the Institution and by Rules/Regulations of the NCAA/SUNYAC

Tennis(MW)	9/1 - 9/15	9/15 - 10/15
Track/Field(MW)	1st Mon. Dec.-1/14	1/15 - 5/15
Volleyball	9/1 - 9/15	9/15 - 11/7
Wrestling(V)	10/1 - 11/14	11/15 - 3/1
Wrestling(B)	10/1 - 11/14	11/15-before SUNYAC

Cancelled Athletic Contests & Make-Up Contests

The Operations Manager in charge of the home athletic contest, working in conjunction with the Facility Coordinator and the head coach, shall have the responsibility for deciding whether or not a scheduled home athletic contest shall be cancelled or postponed. Tentative plans for make-up dates shall be shared with the Assistant to the Athletic Director since it is the latter's responsibility to complete all scheduling plans for athletic contests. Information shall also be shared with the Sports Information Office and the Athletic Director's office by the Operations Manager.

Pre-School And Out-Of-Season Athletic Activity

Pre-season practices and conditioning are limited by the Athletic Department, National, State and Conference rules and regulations as well as by the available facilities and preferences of individual coaches.

A coach may require or suggest a pre-season conditioning program. The weight rooms and other facilities may be reserved for such use at appropriate times.

The team which is in season has priority both in practice facilities and in terms of locker space and athletic training personnel over a team which is in pre-season or out-of-season.

For specific policies regarding pre-school and out-of-season athletic activity the individual coach is directed to follow the appropriate National, State, and/or Conference constitutions and by-laws.

Pre-Season Camps

By May 1 of each year, the following arrangements/plans should be finalized by the head coach and the Operations Manager:

HOUSING - Residential Life Office

MEALS - F.S.A.

Other meal plans can be solicited through community establishments.

Housing and meals should include coaches, trainers, and athletes.

(Get an accurate list of anticipated numbers from coaches).

PHYSICAL EXAMINATIONS

Must be given by infirmary doctor or staff prior to the first day of practice. Admission pre-entrance physical must be on record before any athlete can be examined by the college's physician.

PRACTICE SITE RESERVATIONS

Reservations for practice sites (indoor and outdoor) shall be made through the office of the Facility Coordinator.

Doctor - Medical Care (Pre-Season)

Our consulting medical authorities should be notified of all pre-season camps and a transport vehicle for injured athletes should be secured and be made accessible to staff. Coaches should make all athletes aware of this procedure or athletes will not be allowed to practice.

Transportation Of Injured Athletes (Pre-Season)

Appropriate medical care of injured athletes not only includes the necessary first aid, but also includes the transport of the injured athlete to the appropriate medical personnel. Due to the fact that fall sports involve a number of injuries, it is very important that a plan of transportation be developed. The Heath Center has informed the PE/S department that transportation to the infirmary or to Lakeside Hospital prior to the start of school will not be available. Therefore, due to the vital importance of these matters, we have initiated the following procedures for transportation during the pre-season camps:

1. Non serious injury - sprain, etc. van transport to infirmary or Lakeside.
2. Serious injury - spinal, etc. call security 2226 and ask for ambulance transport to hospital.
3. Orthopedic injury - knee, etc. van transport to Dr. Riegler's office in Rochester.

HAZEN INFIRMARY HOURS	8:00- 4:00 Daily
DOCTOR'S HOURS ON DUTY	10:00-12:00 Daily

Transport van will be on call and will be located behind Tuttle North building.

Post Season Competition

There are established policies regarding the post season competition for athletic teams. Qualification for the event/tournament shall not assure automatic participation. See page 61. The final decision for post season competition shall be based upon several considerations which might include, but not be limited to, the availability of funds, promise of representative performance, extensiveness of the travel required, etc. Decision shall be made by the Athletic Director.

Individual team members or solo participants will not necessarily be accompanied by their coach.

It shall be the responsibility of the Head Coach in each sport to notify (in writing) the Athletic Director of the team's (individual's) possible/probable post season competition opportunities prior to the start of the sport season, again at mid-season and a week prior to the end of the regular scheduled contest.

The criteria for post season competition is as follows:

For this department's use, for budget interpretation, the phrase "POST SEASON" hereby designates any competition which occurs after the conclusion of the regularly scheduled season/contests have been completed for our athletic teams which the NCAA (NCAA Sponsored Events/Competition) helped to pay for in terms of transportation (prior to 1985-86 academic year) or in terms of home game management (home), which is a national championship competition sponsored by the NCAA.

ALL OTHER athletic events - regardless of whether or not the opponents are known at the start of the season - are to be considered as "in season" or "part of season" and all such athletic events must be budgeted for in advance (specific monies actually allocated on the line item for the specific athletic event) within the budget book.

INTENT: A team's athletic sport budget must contain an allocation of all costs for all athletic events if that team is to be allowed to compete in said events OTHER than those athletic events for which the NCAA either helps pay the transportation (if an away event) or helps pay for the home game management (if a home event).

EXAMPLE: If a team/coach desires to attend the Ice Hockey Empire Games that activity must be paid for within the regular season budget allocation -- money will not be taken from any POST SEASON account.

EXAMPLE: If a team/coach desires to take part in the NYSAIAW, ECAC or other such competition (if they should be selected), that activity must be budgeted for within the regular season budget allocation -- money will not be taken from any POST SEASON account.

EFFECTIVE DATE: Start of winter sports - 1983-1984

Travel Arrangements (Transportation, Food, Lodging)

All travel must be authorized or approved by the Athletic Director. The approval of travel expense reports by the Athletic Director constitutes certification of the propriety of all expenses and allowances listed as actually necessary in the performance of official college business.

Mileage may be reimbursed at the current University rate for the use of privately owned vehicles, if such mode of transportation is approved by the Departmental Administrator. Reimbursement may be claimed for parking charges, ferry and taxi fares, and bridge, highway and tunnel tolls. Receipts are necessary for reimbursement.

Meal, lodging and incidentals may exceed maximum departmental rates where less expensive meals and/or lodging are not readily available.

The staff member -- in making arrangements for official travel -- shall contact the appropriate secretary/budget coordinator for the form with which to request monies for team and/or professional travel.

It is the responsibility for the coach -- through the assistant to the athletic director and the athletic secretary/budget clerk -- to insure that adequate transportation, meal and lodging arrangements for his/her intercollegiate team. Those traveling with the team, other than the official University travel party, must be authorized by the Department Administrator.

The limitation in travel squads have been established by the Brockport Athletic Committee. These limitations (including coaches, trainers, student trainers, drivers, student-athletes but excluding the Athletic Director) are listed below:

SPORT	MAXIMUM TRAVEL PARTY SIZE	MAXIMUM PRACTICE SQUAD SIZE
Baseball	20	24
Basketball(M)V	17	14 (2 vans or 1 van and 1 wagon)
Basketball(W)V	15	14
Basketball(M)JV	15	14
Basketball(W)JV	15	14
Cross Country	9 (single squad) 15 (coed squad)	25

Field Hockey	21		30	
Football(V)	56		80	(Bus & 2 vans or 1 van and 1 wagon)
Football(B)	40		34	
Gymnastics	15		20	
Ice Hockey	21		26	
Lacrosse(M)	27		36	
Lacrosse(W)	27		36	
Soccer(M)	22		30	
Soccer(W)	24		30	
Softball	20		24	
Swimming(M)	17		30	
Swimming(W)	17		30	
Tennis(MW)	8	(men's squad)	10	
	10	(women's squad)	12	
	17	(coed squad)		
Track/Field(MW)	25		65	
	40	(coed)		
Volleyball	14		16	
Wrestling(V)	14	(dual)	16	
	17	(triangular)		
Wrestling(B)	14	(dual)	16	
	17	(triangular)		
Golf (M)	6		10	
Golf (W)	6		10	

It is understood that all team members are to travel with the team -- to and from the contest. No team member will be excused from this policy except in extenuating circumstances, and then, only with prior written permission from the coach. The coach shall keep the Athletic Director fully informed, as soon as possible, in writing.

It is imperative that the athletic office know in advance the names of all members of the official travel party for all away contests. The itinerary for away contests will be determined by the Head Coach and approved by the Athletic Director or designee prior to its being finalized. ITINERARIES SHOULD NOT BE CHANGED WITHOUT INFORMING THE ATHLETIC OFFICE/DIRECTOR. Each coach will be expected to complete the Athletic Itinerary Form at least 96 hours prior to the date of the contest. Each coach will be expected to complete the list of the team roster for home contests also at least 96 hours prior to the date of the contest and deliver to the Athletic Budget Coordinator.

The reason for this requirement concerning the completed ITINERARY FORM is two fold. First, the Athletic Department needs to be aware of the number and names of the travel party-team roster in the event that an emergency situation would dictate that a specific individual(s) be contacted. Secondly, THE ITINERARY (containing the names of athletes) may be utilized by the Athletic Department in notifying appropriate professors within the college of the fact that specific student-athletes are expected to be representing the institution in an approved student activity (athletics) and to request the faculty members' continued consideration and assistance in allowing the listed student(s) to indeed participate in the athletic event.

Meal Money

A stipulated amount of money is allotted for each meal depending upon the type of meal (Brunch, Dinner, Post Game, Pre-Game). This amount will be the same for all teams, but can be waived by the Athletic Director in special circumstances.

Brunch	3.00
Dinner	4.50
Pre-Game	4.50
Post Game	2.50

Leave before 10 a.m. = *brunch* and *dinner*
Leave after 10 a.m. = dinner only
Leave after 5 p.m. Post game only (students eat dinner on own)

The money is to be picked up from the Athletic Business office (athletic secretary/budget coordinator) prior to the trip by the Head Coach.

All student-athletes will receive the standard BSG per diem of $7.50 for meals and $14 for lodging. Coaches or athletes may not voluntarily or by team policy increase or decrease the established per diem rates. Only the Athletic Director can make such exceptions.

However, it is permissible and highly recommended that the Head Coach pay for the meals of the travel party (with college funds) *personally*. By so doing it is often possible to obtain substantial dollar savings via group meal arrangements. Monies not spent as a result of this *planned* saving technique shall be returned to the athletic budget coordinator. It is this case only that is permissible for team meals *to be less* than the established rate. The practice of handling sums of money to student-athletes and letting them buy their own meals is to be *strongly discouraged* except in special situations. Students not eating and returning to campus with the team *will not be given meal money* (reserved for athletes eating with team).

In any event, receipts for all expenditures and any unspent money are to be obtained and handed into the athletic secretary/budget coordinator upon return to the campus (within 24 hours - one working day) along with the completed trip and expense report.

Post Trip Reports/Return Of Vouchers-Money

The completed trip report and excess monies from an athletic and/or physical education trip must be filed with the business office (through the athletic secretary/budget coordinator) within 48 hours after the team returns to the University campus. All receipts must be obtained for accounting purposes.

Lodging

The athletic teams at Brockport State attempt to stay in suitable motels/hotels whenever feasible. If one does have a negative experience this information should be made known to the Athletic Director so that the motel/hotel may be eliminated from the list of suggested sites. If the itinerary is changed after reservations have been made and it is evident that the team is going to be staying in a different motel/hotel, please cancel the reservations promptly so that the Athletic Department will not be charged (individual sport budget charged). Teams competing at a site which is less than 5 1/2 hours from Brockport will not be scheduled for overnight lodging. Due to budget restrictions, overnight trips are discouraged. When overnights are scheduled in most cases 3 to 4 people will be placed in one room. Due to budget limitations female athletic trainers will not accompany male teams on overnight trips and male trainers will not accompany female teams on overnight trips.

Transportation

Teams travel through college arranged transportation. The primary vehicles include vans, stationwagons and the college bus. In some cases public transportation is provided.

Coaches will be supplied with a list of vehicle(s) assignments for the upcoming season. The head coach has the responsibility for securing drivers for each vehicle which meet the college and Department of Transportation guidelines. The administrative assistants for athletics will aid in processing the proper forms.

The coaches responsibilities for using the college bus include:

1. completing the bus use permit preliminary to the first bus trip
2. completing 10 days in advance the bus itinerary form
3. providing one coach to ride in the bus and assume responsibility for the conduct of the passengers. Occassionally college students, cheerleaders, faculty, alumni and others may ride the bus if approval is secured ahead of time - seek approval from athletic director. Coaches shall travel to and from contests with the team.
4. return home with the bus clean

Note:

1. alcoholic beverages will not be permitted on any vehicle
2. the bus driver has the authority to terminate any trip immediately due to inclement weather or improper conduct.

Rules for uses of vans and station wagons.

1. Bring approved vehicle request form(s) to Plant Management when picking up keys and/or vehicle(s).

2. For early departures (prior to 7:00 a.m.), keys only must be picked up prior to 4:30 p.m. the previous day.

   For late departures (after 4:30 p.m.), keys must be picked up prior to 4:30 p.m. that day.

   For weekend departures, keys only must be picked up by 4:30 p.m. the previous Friday.

   Vehicles should be returned to the proper parking area each day unless the contest(s) are overnight.

   (Once you have the keys, you can come back to Plant Management at your scheduled time and pick up the vehicle.)

3. Mileage must be kept on the vehicle request form (by recording the departure and return odometer readings). If mileage is not kept, Plant Management will estimate it high and charge accordingly.

4. Be sure to check gas gauge before departure. Gasoline credit cards will be checked out (requiring your signature) to those drivers travelling in excess of 200 miles. Thruway credit cards are kept in the vehicles. There is a list of the commercial stations and the State facilities that accept the gasoline credit cards in the compartment of each vehicle. THE CREDIT CARD MUST BE USED ONLY FOR THE VEHICLE IT IS ASSIGNED TO.

   Upon return of the trip, please turn in to Plant Management the vehicle, keys, vehicle request form complete with mileage, gasoline credit cards, and all gasoline and thruway charge receipts.

5. The driver is responsible for the use and care of the vehicle. Please be sure that vehicle is returned clean (no litter, etc.). Coaches should check the vehicles as/after athletes leave.

6. The gasoline credit cards can be used for minor repairs up to $75.

7. In case of accident, insurance form must be filled out (can be found in compartment of vehicle or obtained in Plant Management) and submitted to Bill Benz, Purchasing, 5th Floor Admin. Bldg. If serious, call 716-395-2408 (plant management) during business hours or 716-395-2226 (Public Safety) nights or weekends.

8. Absolutely no alcoholic beverages or controlled substances will be permitted in the vehicles.

9. Any tickets (parking, traffic, etc.) incurred by the driver will be the driver's responsibility, NOT THE COLLEGE'S.

10. Vehicles returned after Plant Management is closed require the keys and vehicle request form (completed) be deposited in the key slot in the door closest to the gasoline pump when vehicles are returned.

11. Coaches using buses are required to give the exact departure time 10 days in advance to athletic staff member facilitating travel arrangements.

12. Use discretion when parking vehicles off campus.

13. When returning very late please make every effort to take athletes as close to their living quarters as possible, especially women.

14. Check the vehicle request form. A student must be on college payroll (work study, temp. service) to drive a VAN. Currently enrolled students may drive a wagon, sedan, etc. if they possess a valid NY State drivers license.

15. All personnel who drive state vehicles must be certified. Certification of van drivers requires

    a physical examination
    a state check on the drivers license for violation etc.
        (takes 4-5 weeks)
    a driving test
    a written exam

    Planning in advance of the season for drives is essential.

As much as possible teams should attempt to share vehicles by scheduling in such a manner as to have more than one team travel -- on the college bus for example -- together to a site. Swimming is one sport which can easily accomplish this feat and other sports (baseball/softball and track teams) should attempt to do so as well -- insofar as is possible.

Recruiting

SUNY Brockport desires to recruit student-athletes of good academic and athletic background and potential. The college adheres to the NCAA Recruiting Code of Good Conduct and the SUNYAC rules and regulations concerning recruiting.

Coaches should be very careful to promise potential recruits only that which have been authorized and approved by the department, the college or any other regulatory agency, i.e., NCAA, SUNYAC, etc.

Through the years, the colleges and universities of this country have improved and expanded their intercollegiate athletic programs while reflecting the interests of the particular institution, its students, alumni and other friends. Recruiting is a recognized part of this program and is a permissible and positive, accepted activity provided it is conducted in good taste and in accordance with governing legislation. Accordingly, through the cooperative efforts of the National Federation of State High School Athletic Associations and the National Collegiate Athletic Associate, this Recruiting Code of Good Conduct has been devised as a guideline to those most vitally interested; namely, the prospective student-athlete, the parents of the student-athlete, the high school coach and the principal and the representatives of colleges in which the prospect has an interest.

The athletic programs of the high schools, junior colleges and colleges/universities are the principle forces which underlie the athletic prowess and stature of this country. These educational institutions earnestly desire to maintain the integrity of their sports programs and conduct them in a manner befitting their educational objectives. Consequently, they call upon all interested persons to enroll in this cooperative effort to improve the administration of high school and college/university athletics.

Within the letter and intent of the NCAA, and SUNYAC rules and regulations concerning recruiting, it shall be the express responsibility of each coach to actively engage in the recruitment of potential student-athletes. Each coach has these rules and regulations at his/her disposal and it is his/her responsibility to see that all members of his/her coaching staff adhere to said rules and regulations.

Negative recruiting is recognized to be in poor taste. It is essential that the staff sell and market SUNY Brockport and not attempt to run down a competitor. It is not acceptable to poor mouth academic/athletic records or potential of students who do not enroll at SUNY Brockport. It is also unwise to attempt to make comparisons -- either good or bad. The emphasis should be on the positive -- the advantages which SUNY Brockport is able to provide in meeting the needs of the students (who are also athletes).

Admissions will use the following procedure to simplify and expedite the identification, recruitment and notification of student-athletes for September 1984.

Coaches will submit a completed Student-Athlete Referral Form (appendix xx) to Admissions at the first sign of interest in Brockport by the coach or athlete. Hand written notes, lists of names, high school rosters, etc., will no longer be acceptable. Admissions will place the completed form in the applicant's folder or our credential file if no application form in the applicant's folder is reviewed by the Admissions Committee, the referral forms will alert the Committee concerning the applicant's athletic talents.

When student-athletes are accepted or denied for admission, the referral form will be pulled from the folder and sent directly to the respective coach noting the type of acceptance offer (Regular, Transition Program, EOP, or Special Talent) or denial. Thus, the coach may immediately follow up to help encourage student-athletes to accept Brockport's offer of admission. The admissions office will continue to assist coaches who stop in their office to show them how to check our weekly status book to determine when advance deposits are received.

In order to be most effective, the procedure described above will depend upon the cooperation of coaches and timely submission of completed referral forms. I have already reviewed the procedure with several coaches who have shown interest in recruiting. However, I would like to review the procedure at periodic coaches meetings and ask you to make the appropriate arrangements.

The Admissions Office appreciates your keen interest in the student-athlete recruitment process and looks forward to a continued close and productive relationship. We hope more of the coaching staff will become interested and involved in the total recruitment process. Please advise the Athletic Director if you have questions or suggestions.

Eligibility Of Athletes

It shall be the duty and responsibility of the Head Coach, the Athletic Director and the Registrar to certify the eligibility of all intercollegiate student-athletes.

The specific procedures which shall be followed in the determination of eligibility of female and male student athletes follows.

Students who wish to participate in intercollegiate athletics at Brockport must, according to policy, conform to the appropriate guidelines for eligibility. These guidelines have been established by the NCAA, by SUNYAC and by our own institution. Our conference (SUNYAC) guidelines specify only that we must conform to the eligibility requirements for NCAA championships. Therefore, in processing the athletic eligibility of Brockport student-athletes, two sets of guidelines must be checked for compliance.

All students must meet institutional eligibility standards as established by the institution. Second, they must comply with guidelines for NCAA championships as described in the NCAA manual, which is updated yearly.

Institutional policy sets four conditions which must be met by all student-athletes:

ONE: All athletes must be matriculated students. Occasionally, students will be admitted and enrolled on probationary conditions through continuing education. These students are not matriculated and are not eligible either to practice or compete in intercollegiate athletics at the college.

TWO: The NCAA requires all athletes to be full-time students except in certain specific instances as outlined in the NCAA manual. College policy states that Brockport students must be enrolled for 12 or more credits in order to be considered full-time students. Therefore, student-athletes at Brockport (except under conditions outlined by the NCAA) must be registered for 12 credits or more.

THREE: All students who wish to try out for an intercollegiate sport at SUNY Brockport must first receive an athletic physical examination from a school physician at Hazen Infirmary. Only after clearance from the infirmary may students begin practice with any intercollegiate team.

FOUR: The College's insurance coverage for all students has a five hundred dollar ($500) deductible. Students participating in intercollegiate athletics must have insurance covering the amount of the deductible. All athletes must provide the name of the insurance company and the policy number under which they are covered before they may be allowed to participate. See page Insurance.

Beyond these four conditions institutional policy requires only that all athletes conform to conference and NCAA eligibility guidelines.

The process of determining whether student-athletes are eligible involves several steps:

ONE: Each coach should provide the athletic staff member in charge of eligibility with a list of each student's name and social security number who have indicated an interest in participating in the coach's particular sport. For fall sports, this list will be compiled and forwarded to the staff member sometime during the third week of August and the first week of September, depending on the date of the sport's first contest. For winter sports, the eligibility process should start during the first and second weeks of October and be re-verified at the start of the second semester. Spring sports should begin processing eligibility during the fourth week of February. Providing this list enables the administrative staff to get a head start on checking registration, billing status and confirming athletic physicals.

TWO: All student-athletes must complete the appropriate eligibility forms. These are updated annually to remain current with NCAA legislation. The required forms must be administered to the athletes by the Director of Athletics or his designee. In administering these forms, the designated staff member must allow all student-athletes the time to review briefly the handout explaining pertinent NCAA guidelines.

THREE: Once the eligibility forms have been completed and returned by the student-athletes, the designated staff member must reconcile the information contained on each form with the NCAA rules and the institutional requirements mentioned above. When these confirmations have been made the staff member initials the form and forwards the form to the Director of Athletics for his signature.

FOUR: The Athletic Director signs the eligibility form which represents the final step in the certification of eligibility process.

In those sports which compete during two semesters (whether regular season or post season), it will be necessary that the participating athletes be again certified in the subsequent semester as to their eligibility prior to the first contest in the new quarter.

The Operation Managers shall attempt -- on a weekly basis -- to check via data processing on student athletes' current eligibility status.

Eligibility - Team Meetings

The Athletic Director or designee shall meet with each team (men and women) before they begin their regular season schedule. It is the responsibility of the Head Coach to arrange with the Athletic Director (or designee) a suitable time/date/site for this visit. The purpose of this meeting is to inform each athlete of the college, NCAA, SUNYAC, and other appropriate rules and regulations. There are also forms which athletes shall initial/sign dealing with, but not limited to, publicity, eligibility and equipment usage.

It is imperative that all coaches continue to emphasize the importance of having students notify the athletic department IMMEDIATELY if they fail to be enrolled for a minimum of 12 credit hours during any quarter and/or fail to meet other eligibility rules and regulations of National and Conference organizations as well as of this institution.

Financial Aid Assistance

The Financial Aid Office at SUNY Brockport is charged with the responsibility and duty for administration of various types of federal, state and instructional financial aid programs. This responsibility includes the area of student employment.

If an individual coach is attempting to recruit a student-athlete who desires to apply for financial aid, the student should contact the Financial Aid Office for the appropriate forms. If the coach wants to be helpful in meeting the needs of the students he/she should notify the secretary in the Financial Aid Office and request that the proper form(s) be sent to the individual from the Financial Aid office.

Under no circumstances are coaches permitted to speak for the Financial Aid Office in regard to types or amount of awards actually awarded to a student-athlete.

All financial aid is awarded through the Financial Aid Office and such aid is based on financial need as determined by the FAF (insofar as athletes are concerned). In instances where a student-athlete has a work-study assignment or similar arrangement through college funds, it is IMPERATIVE that the individual perform an hour's work for an hour's pay. There are not to be any "soft touches" in respect to jobs being assigned to student-athletes (or to non-athletes for that matter). There are no "alligators" to be kept out of the natatorium or "elephants" to be kept from the gymnastics room.

Students should be reminded annually (February 1st) by head coaches that all financial aid materials are due in the financial aid office by March 1st. These materials include:

1. FAF
2. Brockport Financial Aid application
3. Copy of parents' tax return

The FAF is a fairly lengthy form (as forms go) and must be sent to a processing center before it arrives in our Financial Aid Office. The whole process takes approx. 4-6 weeks. If they do not do this February 1st they will be late and are jeopardizing their chances for campus based financial aid. Campus based financial aid consists basically of:

1. NCSL (National Defense Student Loan)
2. CWS (Work Study - Grant)
3. SEOG (Supplemental Educational Opportunity Grant)

Non-campus financial aid consists primarily of:

1. GSL (Guaranteed Student Loan) - through their own local banks
2. PELL Grant (Federal Grant) and for in-state students
3. TAP (Tuition Assistance Program)

Work Study - Student Employees

It is highly recommended that all work-study personnel, that all student employees to be assigned to such duties as security checkers and home government workers be appropriately skilled in typing so that such students would be able to adequately perform the duties assigned to them.

The objective is to be able to "kill two birds with one stone". Also, it shall not be permissible for a checker to be "lounging" on a chair or coach when the Department has secretarial tasks which can be performed by that student simultaneously with the performance of the normal security/checkout tasks.

College work-study is a form of financial aid, a grant, awarded to students who qualify on the basis of financial need. Once an award has been made to a particular student the office of Financial Aid turns the package over to the Student Employment Office. The Student Employment Office, in turn, assigns the student to work somewhere on campus.

The Athletic Department has been one of the heaviest users, in numbers of students assigned, of work study help on campus. Over the past two school years we have had between 50 and 70 students assigned to us at all times during the school year.

This process begins in June when job descriptions must be submitted to the student employment office. These descriptions involve explaining work to be done, hours involved and numbers of students needed.

In September when students return to campus, those who have been assigned work-study by financial aid, must pick up their college work-study authorization papers at the student employment office. There, they are assigned to the various departments on campus. CWS students assigned to Athletics must bring their authorization papers to the Athletic Department CWS supervisor. The Supervisor signs the authorization papers and keeps a copy of the papers on file. Students then return the remaining copies to the financial aid office.

Once assigned to our department CWS students must secondarily be assigned to their specific tasks. There tasks fall into three general categories.

One-Events work
Two-Office work
Three-Miscellaneous work

Events work involves assignment to specific athletic events (e.g. home football contests) and may involve anyone of a number of specific tasks (e.g. selling tickets, taking tickets, pre-game set-up, etc. See handbook on events management). Events workers work under the supervisor of the Events managers. The need for events workers fluctuate with the athletic seasons but there are occasions during the fall in particular when as many as thirty-five or forty are needed at one time.

Office workers, presently under the direct supervision of the Athletic Budget Coordinator, may be responsible for a variety of clerical type chores. Filing, typing, special projects for the various staff members, answering phones, etc., all fall into this job description. Office workers generally set regular weekly hours. The department attempts to have at least one work study student on duty at all times. There are usually between 10 and 12 students assigned specifically to office work.

Miscellaneous work consists of all other departmental labor needs which do not fit into either of the first two categories. Generally, there involves students working on specific tasks for department members (e.g. student managers for coaches). Tasks which arise that are not already covered by a CWS assignment are assigned to students who may be looking for additional hours. In some cases coaches request specific students be assigned to them for specific tasks. In other cases they request only general help for shorter periods of time. Either method is acceptable provided it is done with the knowledge and approval of the departmental CWS supervisor.

All work-study students must submit their hours on a bi-weekly basis. At the end of each pay period students must complete an informal time slip stapled together with a formal yellow time slip with their signature. The student payroll supervisor, under the direction of the department supervisor, then cross checks the hours submitted, with sign-in, sign-out sheets which must be kept for all work done, and approved by immediate supervisors. The payroll supervisor then enters accurate hours on to final time slip and submits them to the department supervisor for his signature. When all formal time slips have been signed by department supervisor they must be submitted (by the supervisor personally) to the payroll office (5th floor administration building). Checks are issued to CWS students two weeks after their hours are submitted.

The office of student employment issues, each year, a CWS supervisors manual which should be read and followed. The supervisor should keep students appraised of their work evaluations, of the hours they have remaining and of the departments labor needs among other things.

Many of the tasks to which we assign students affect the image of our department. Students assigned to athletics, regardless of the tasks they may be performing, are expected to be enthusiastic, polite and professional at all times. Failure to meet these standards may result in dismissal.

Insurance

All members of intercollegiate athletic teams must provide proof of medical insurance. A record of the current carrier and policy must be on file in the office of the Athletic Director prior to the first practice or try-out, whichever occur first. Student-athletes failing to provide proof of insurance coverage will be considered institutionally ineligible for athletic participation until this requirement has been met. The College provides disaster insurance for student-athletes. Also, see page 77 and page 98 Liability For Injuries.

Budget

The policy of the Physical Education and Sport/Athletic Department in respect to budget control and expenditures is that each Head Coach and coordinator/director is responsible for determining the needs of his/her program in consultation with the Chairperson/Director.

Each Head Coach and coordinator/director shall make out a preliminary budget request. Each such budget request shall be submitted to the Department Administrator who in turn has responsibility for submitting an overall departmental budget to the Brockport Student Government (BSG).

Once the Athletic Director/Chairperson of Physical Education and Sport has finalized the approved budget for each sport and for each program, the Head Coach and coordinator/director shall be responsible for "living" within the budget as determined by the administrator of the department. ALL EXPENDITURES OF FUNDS REQUIRE A REQUISITION AND A PURCHASE ORDER.

All requests for expenditures must be made in writing to the Departmental Administrator. Upon his/her approval, the request shall be forwarded through normal channels. No adjustments, no budget transfers between line items or between sports are to take place without the written approval of the Departmental Administrator.

All Head Coaches are responsible for recommending specific equipment and supplies, etc., to be ordered through the athletic budget coordinator, which have been tentatively approved in the annual budget allocation as provided by the Athletic Director. The initiation of all such requests must come from the

Head Coach or coordinator/director of the program which has been allocated specific funds.

All requests for equipment, supplies and other items and services to be costed against a specific sport or program must be completed by the end of the sport season. Monies remaining unspent or unencumbered for each sport and/or program beyond this point in time shall automatically revert back to the Departmental Budget and are no longer subject to requests by Head Coaches and coordinators/directors. Monies not actually spent by a sport for a purpose for which those monies were budgeted shall automatically revert to the Departmental Budget and shall not be available for expenditure by that sport for any other purpose.

Cash Advances For Travel Purposes And Accounting For Funds

The budget coordinator will process the paper work to get cash advances for teams at the beginning of each month. The budgeted amount will be the amount of the cash advance. The day before the trip, the coach may pick up the cash advance check along with other pertinent information (i.e. transportation sheets, lodging reservations, tax exempt forms and travel itemization sheet). Upon distribution of the monies to the athletes, each athlete must sign the back of the travel itemization sheet that s/he received that amount of money. The only waiver of this is when the coach arranges for a group meal for a less amount, and then a receipt must be returned with the itemization sheet.

Upon return from the trip (within 24 hours), the extra money, itemization sheet and any receipts must be turned into the budget coordinator.

Officials

Officials will be asked to sign a voucher for each game they work. These forms are to be given to the officials of each contest prior to the actual game for the officials' signatures.

The appropriate athlete administrator shall either call or mail a reminder to all officials whom the College has secured to officiate an intercollegiate contest to insure the timely arrival of said officials. A reminder is not sent for conference contests or for contests when the ECAC office has secured officials.

Home Event Management

Management of all home athletic contests at SUNY Brockport shall be the responsibility of the Operations Manager. He or she may, in turn, assign responsibility for specific contests to the Assistant Operations Manager and/or to the student (work study) Events Manager. These people will be charged with overseeing the work study Events Crew in the set-up, administration and breakdown of all athletic events as detailed in the Home Event Management Outline for each individual sport. Also, see page 53, Use Of Facilities.

All coaches should be aware that they may be held responsible for some of the details involved in managing home contests in their sports. (For example, the wrestling coach may be responsible for having his student-athletes set up mats prior to home wrestling matches. In a similar way the track coach may be responsible for having team members set up and remove hurdles during home track meets).

Specific responsibilities involved in the management of home contests in these sports and all others will be determined by the Operations Manager in consultation with the Home Event Management Outline for each sport, the Head Coach of each Sport and other persons as deemed appropriate by the Operations Manager.

Public Safety For Athletic Events

The administrative staff shall submit to the director of public safety in writing a list of competitions that would necessitate public safety officers.

The following sports would require officers (number of officers/event noted).

Football	(3)
Ice Hockey	(3)
Wrestling	(1)
Special Events	

Officers should be requested to report one hour prior to contest.

Box Office

The college athletic department office shall have complete control over the selling of tickets to the sports for which a charge is made. Accounting for ticket sales shall be the sole responsibility of the athletic business office (athletic Operations Manager).

Brockport State University
Golden Eagle Athletics

Ticket Price Schedule

Price Scale for Admission to Single Event

TYPE	FOOTBALL	ICE HOCKEY	BASKETBALL (M & W) FIELD-HOCKEY SOCCER (M & W) WRESTLING	GYM. VOLLEYBALL	SWIM (M & W)
Adult (non-student)	$3.75	$3.00	$2.50	$1.50	$1.50
Brockport Faculty/Staff (with proper I.D.) Brockport Alumni (with current membership I.D.) Other Student	$2.75	$2.00	$1.50	$1.00	$1.00
Brockport Student (with valid I.D.) Child (under 12 years) Senior Citizen (over 65)	$1.25	$1.00	$1.00	$ .50	$ .25

As of 1983-84, there will be no charge in the sports of cross country and track and field, baseball, and softball. The above admission prices may be waived by the Athletic Director.

Pre-school children (under six years) are admitted with proper supervision at no charge.

Special Student All Events Pass

Admits card owner (with properly validated student I.D.) to any regularly scheduled home athletic event throughout the academic year (approx. value - $120.00)

$25 if purchased by September 1, - $30 if purchased after September 1.

Will Call Admission Policies

1. All "will call lists" must be left in the names of the recipients. Do not use your own name, the names of players, etc., as this encourages false claims. Persons claiming "will call admission" must now sign for them, and provide personal identification.
2. Put your list(s) in the "will call" envelopes and fill in appropriate information completely. Be specific.
3. Put your list(s) in "will call" early. It is annoying to have guests waiting for admission due to negligence. "Will Callers" have a habit of showing up early, so lists shall be delivered well in advance. For football games the "will call lists" should be delivered to the athletic office prior to the day of the game -- if at all possible. The west gate at the stadium is the "will call gate" for football games and the "will call lists" may be deposited there on the day of the game (but well in advance of the starting time). The east door is the "will call door" for basketball in Tuttle North.

Complimentary VIP Passes:

Complimentary season pass - distributed to VIPS - Faculty, local supporters, alumni supporters by Athletic Director for admission to all regular season events.

Complimentary Admission

We have no reciprocal agreements for tickets with any other institution, except those deemed necessary by SUNYAC guidelines (20 tickets for SUNYAC Basketball). This policy is determined by the Athletic Director.

The athletic secretary/budget coordinator shall maintain a complete list of all individuals issued complimentary tickets. No complimentary tickets shall be given to student-athletes.

The following is an excerpt from an ECAC newsletter reporting on NCAA legislation passed in early 1985.

> NCAA LEGISLATION ADOPTED AT THE 79TH ANNUAL NCAA CONVENTION
> NASHVILLE, TN - January 14-16, 1985
>
> AMATEURISM
>
> No. 85 - Complimentary Tickets (I, II, III) - Discontinues the practice of providing complimentary tickets to student-athletes. Instead, student-athletes will designate family members, relatives and fellow students who will be granted free admission through the use of a pass list. "Hard Tickets" shall no longer be issued. (C-3-1-(g)-(3), page 13.) Effective August 1, 1985.

> (Note: Once an individual is admitted to a facility, it would be permissible for the institution to designate a specific reserved-seat location or section for the individual admitted via the "pass list". For example, the institution could provide the stub of a reserved seat ticket to facilitate the seating of those individuals admitted through the pass list.)

The implications of this are no comp tickets will be given to coaches or athletes. Nor will parent/spouse tickets be sent. A letter from the Athletic Director will be sent to the parents explaining that there will be a comp list at the gate for when they come. Additionally, coaches will be able to submit a comp list for each contest that will allow guests, recruits, special groups, etc., to be admitted.

Fund Raising Activities

The Athletic Director serves as the coordinator or clearinghouse for Fund Raising Efforts.

In effect, this "Clearinghouse" is for all requests from individual athletic teams and other groups within PE/S for initiation of individual team fund raising efforts. For example, the baseball team may attempt to raise X amount of dollars for the spring trip down south (which as we all know is a necessity if one is to have a competitive intercollegiate baseball program). Prior to that team's "kick off" of any fund raising activities it is necessary to coordinate all plans, etc. through one specific office so that there is better overall coordination of all such efforts by any number of teams within this department.

One would certainly not want seven teams trying to sell "candy", x-mas ornaments or "cookies" all during the months of October and November. Also, it just makes sense to attempt to keep track of all such endeavors so that the athletic office is constantly aware of all such activities -- not only for the obvious coordination factor -- but also for the reason that by so doing the athletic administration might be able to assist and aid in the realization of the goals being sought by the individual team seeking to raise funds. Finally, it is good practice to prioritize the efforts in light of the stated goals and objectives of the team(s) seeking to raise specific funds. See Appendix X.

Each coach or faculty member who would like to continue and/or initiate any such activities shall provide the Athletic Director the following information (in writing -- prior to initiation of efforts). The Athletic Director shall either approve or disapprove such requests, in writing.

1. nature of the fund raising activities (be specific)
2. length or duration of the fund raising activities
3. amount of monies being sought and purpose of such activities
4. person who assumes all responsibilities for the team's activities
5. evaluation process to be utilized to determine success (degree of)
6. other information ------ (who, what, where, why, when)

Those teams who have had successful activities in this dimension previously will have priority in terms of continuing such activities in the future. The main objectives -- again -- are to provide some coordination, to provide some assistance in terms of input, suggestions, and to facilitate the reaching of departmental/team/individual goals and objectives.

Agency Accounts And Fund Raising

All College organizations within the PE/S and Athletic umbrella which raise monies shall deposit such funds in agency accounts within the University.

The faculty/staff member in charge of the organization shall be responsible for giving the money to the budget coordinator for deposit. The athletic budget coordinator shall keep a running account ledger of deposits and expenditures for each agency account.

For a withdrawal, the request for the amount must be given to the budgeting coordinator on Monday for issuance of a check on Friday of the same week.

Concessions

Concessions are the responsibility of the Physical Education and Sport department for all events held within the PE/S facilities.

The Chairperson of PE/S/Athletic Director or designee shall have the responsibility of coordinating and supervising the concessions. The Sport Management Coordinator will provide assistance in this general area, upon request.

Equipment/Supplies/Services

General Information

The athletic program has a policy of purchasing the finest quality equipment and supplies (as well as services). Good equipment and supplies over an extended period of time will last longer and look better than equipment and supplies of less quality.

New equipment and supplies shall be purchased only through the Athletic Budget Coordinator who will file requisitions that must be approved by the Athletic Director prior to purchase. No coach or staff member will order or pick up equipment/supplies personally without going through the normal departmental purchasing procedure.

Staff members are responsible for equipment/supplies assigned to them. Coaches and staff members who initiate purchase orders are informed by the Equipment Managers when such items arrive at Tuttle North and are placed on the inventory list by the Equipment Manager. The Equipment Managers, upon arrival of ordered items check for accuracy of the shipment and notify the Budget Coordinator of the arrival and the condition of the items. The individual initiating the request is then notified of the arrival of the items by the Equipment Managers.

All equipment/supplies utilized by various teams, classes and staff members must be checked in and out according to the procedures developed by the PE/S department. Head Coaches and directors/coordinators have responsibility for specific sports/activity items in equipment and supplies. Also see page 32, Equipment Managers.

Student-Athletes who fail to return their equipment/supplies immediately after the season or when requested to do so will be billed by the department and may be prevented from future competition within the department. The monies paid by individuals for lost, stolen or damaged equipment/supplies should be credited to the sport(s) from which the item(s) was (were) taken so that replacement items may be secured. Grades will be placed on "hold" for those students who do not return items or pay for the replacement value of said items.

Equipment/Supply Issue

Athletes and other individuals issued equipment/supplies from the equipment room(s) will be responsible for the return of such items. That which is not returned to the appropriate staff member (Head Coach or Equipment Managers) and accounted for, shall be charged to the individual (to whom the item(s) were issued).

The Equipment Managers shall have responsibility for issuing equipment and supplies and the collection of same. The Head Coach shall be willing to provide assistance to the Equipment Managers in securing the return of all items. The Head Coach is responsible for all items issued to that team's players.

Off-Season Equipment

Off-season equipment for athletes will be provided as available with the following stipulations: those sports that have their own locker rooms will have access to those rooms as they are coordinated through the facility director's office. The Equipment Managers shall have a minimum of one weeks notice prior to issuing off-season sports with equipment, supplies and services for the sport(s) which the Equipment Managers have responsibility for such equipment, supplies and services.

Specific off-season issue for each sport shall be developed through the Head Coach's office. Equipment and uniform and supply issue must be kept at an absolute minimum for off-season activity. The extent and duration of off-season practice activity must be cleared through the Athletic Director and such activity must conform with the National, Regional, State and Conference rules and regulations.

Inventory

Each Head Coach and coordinator/director shall keep a current inventory of all items stored in the equipment room(s) assigned to said individual. The Head Coach and coordinator/director is to provide the Athletic Director with a COMPLETE INVENTORY REPORT within 30 days (calendar) following the close of the season's activities. The Equipment Managers are also responsible for the updating of the inventory report for all PE/S equipment and supplies.

The inventory shared with the Athletic Director shall be coordinated with the purchases made during the particular preceeding season to insure accuracy in the final inventory report.

Responsibility Of The Head Coach With Equipment/Supplies

All athletic equipment/supplies shall be stored, cleaned, repaired, and issued by the Equipment Managers. The Head Coach is to keep the Equipment Managers apprised of the condition of equipment and supplies.

Laundry Service

Laundry service is available to all athletes and teams between the official starting date of the season and the ending date of the season in which they are participating in intercollegiate athletics. During this period all suitable clothing issued to the athlete will be laundered through the equipment manager's office.

All athletes are to return soiled clothing to the laundry room for cleaning. The items of clothing shall be reissued through the Equipment Managers.

Emergency Procedures -- Failure of Scoreboards; Absence Of Equipment And Supplies; Absence Of Officials

A summary of emergency procedures to follow in event of failure of scoreboards and absence of equipment, officials, etc. is available within the office of the Operations Manager.

A-V Equipment And Supplies

All A-V equipment and supplies may be checked out and may be reserved for future use through the Equipment Managers. Staff members are encouraged to plan in advance due to the limitation of equipment and supplies in light of the large number of staff members having need for such items throughout the year. Please see page 31, Policies For Coaches Regarding The Equipment Room.

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Athletic Training

General Information

The Athletic Training staff shall be responsible for seeing that athletic training kits and/or training room facilities are available for all away and home athletic contests as well as for intramural activities and recreational activities held within the Natatorium.

Full athletic training services shall be available for all in-season athletes. All other athletes and students must be examined and referred by the Medical staff at the Health Center. Supplies necessary for treatment and/or prophylaxis shall be purchased by the out-of-season athlete or student. Treatment shall be administered to post-season athletes, without referral, if that treatment is a continuation of existing care initiated during in-season participation.

First Aid During normal training room operating hours, first aid shall be administered by the athletic training staff to all athletes and spectators injured within the immediate vicinity of the Physical Education/Athletic Complex. Injuries occuring during non-operating hours shall be referred to the health center. Note: The Campus Recreation department has been utilizing student trainers for first aid care during open recreation and intramural events. Policies and procedures for this care are developed by that department.

Home Contest Supplies The following supplies should be available at the contest site: 1) fully stocked training kit (with listing of necessary phone numbers and dime) 2) ice carrier w/ice bags, 3) water for home and visiting teams, Major injury sports: 4) litter, 5) jet splints, 6) crutches. Football only: 7) bolt cutters. The following supplies should be in possession of the Practicum III student: a) scissors, b) oral screw, c) tape, d) gauze squares.

Visiting Team Athletic Training Services The visiting team will be provided the same high quality of care provided for the Brockport Athletes. When requested, taping will be provided by the home athletic training staff with supplies provided by the visiting team. If supplies are not available, the staff athletic trainer covering the contest must be contacted regarding providing supplies.

The student trainer assigned to a team is responsible to insure that both team's athletic training needs are provided for. It is expected that the Practicum I and II students assigned to a team will have the following responsibilities for the visiting team during a contest.

1. Greet the visiting team's coach and/or trainer and provide the following information:

   A. Inform as to the nature of the training services available during the contest and how to obtain them. (i.e., Dr., staff trainer, location of hospital, ambulance service, taping services (supplies will not be provided).

B. Obtain information concerning how the visiting team wants their injuries handled: 1) Own staff will handle and if other assistance is necessary they will indicate by holding a closed fist above head, 2) Wants Dr. (if available) to immediately handle injuries which occur, 3) Wants staff trainer to handle injuries that occur.

The training room is staffed and maintained in a professional manner. Under no circumstance shall the training room be unlocked unless there is someone on duty within the training room.

All injuries must be reported to the Head Coach and to the athletic training staff. The Head Coach and Athletic Trainer shall keep a log of athletic injuries for each student-athlete. This log will include information which the Head Coach and Athletic Trainer feel is pertinent to the treatment and rehabilitation of the student. Only an injury that the Head Coach and/or Athletic Trainer feels is serious enough to warrant referral to the physician shall be so referred. Common sense coupled with a true concern for the student-athlete would seem to be good guidelines to follow in instances involving injuries.

All injury referrals to the team physician must come from the Athletic Trainer. Only in extreme emergencies -- when the Athletic Trainer or coach is unavailable -- is the athlete to see the team physician without permission. If the Athletic Trainer is unavailable, the Head Coach may refer the athlete to the team physician.

Authorization for medical services needed as a result of an injury or illness attributable to participation in intercollegiate athletics must be obtained in advance of such services. Arrangement for the care of injuries requiring medical attention following the athlete's drop out or graduation must be made prior to his "drop out" or "graduation."

Authorization is obtained by procuring from the Athletic Trainer or College's Team Physician a referral slip, authorizing the needed medical services. In instances of emergency and when the College Team Physician or Athletic Trainer cannot be contacted, the athlete may obtain medical attention on his/her own, however, the College Team Physician and Athletic Trainer must be notified by the athlete in writing within seven (7) days of obtaining such services.

In any program it is necessary to follow administrative guidelines so that all members of the physical education and sports community realize their obligations within the organization. The policies and procedures that are stated herein are formulated to inform, and obtain support of the College infirmary, consulting specialists, athletic administrators, coaches and the sports medicine staff. These policies are brought forth to plan and administer the most affective program in the prevention, treatment and rehabilitation of sports medicine problems at the SUNY College at Brockport.

These policies will serve as administrative guidelines and reference for the sports medicine staff. These guidelines are intended to give the Sports Medicine staff the sense of security they need in making the administrative and professional decisions necessary in the day to day operations of the Sports Medicine Program.

Effective policies and procedures will result in decentralization of the decision-making process and should result in increased efficiency as problems are solved at the level closest to the problems. However, the success of the policies and procedures is dependent on the Physical Education and Sport Community; people must be made aware of these policies and procedures for proper implementation and efficiency.

The Physical Education and Sport Community must also be aware that the Sports Medicine program also functions to educate students to become professional athletic trainers at the college and secondary school level. At SUNY Brockport we will try to provide a rich experience in both theory and clinical learning. We are fortunate in that SUNY Brockport offers high quality theory courses in anatomy, physiology, exercise physiology, kinesiology, etc. We are also fortunate to provide a valuable clinical experience, since SUNY Brockport supports an extensive intercollegiate athletic program.

Physical Examinations - Prior To Practice Or Tryouts

All students desiring to participate in any athletic practice or competition MUST HAVE THE PRE-ENTRANCE PHYSICAL AND THE ATHLETIC PHYSICAL on file in the Health Office.

It shall be the responsibility of the head coach to check prior to the first practice with the Health Office to obtain a typed list from the Health Office of those students who have completed the required physicals and shall utilize said list to determine who may practice and compete. Again, no physicals on file -- no practice, no competition.

The physical examination is effective for one year; however, the University physicians may re-examine and change the athlete's eligibility status at any time. The athlete must present to the Head Coach of his/her sport and the Athletic Trainer the student's ATHLETE PARTICIPATION AUTHORIZATION CARD approving the student-athlete for participation prior to drawing equipment or working out as a team candidate.

In terms of safety for the students, legal liability protection for the coaches, administrators and the institution -- this department must adhere to this stated policy.

Sequence of events:

1. Individual coach informs the health center the names of prospective athletes so she can check on their pre-entrance physical exams. It is recognized that the coach will not have the names of all of the students who will try out for the team. NEVERTHELESS, NO ATHLETE

SHALL BE ALLOWED TO PRACTICE/PLAY WITHOUT THE PRE-ENTRANCE PHYSICAL AND THE PRE-PARTICIPATION PHYSICAL EXAM.

2. Within two years of entrance to SUNY-Brockport the pre-entrance physical examination is required.
3. Health center informs budget coordinator the dates and times which are available in the health center physician's office for pre-participation examinations so that Carol can put up signs within Tuttle North and inform the appropriate coach(es) that budget coordinator is now ready to accept reservations on behalf of the athletes for the athletes' individual pre-participation examinations.
4. The budget coordinator - sometime around 24 hours in advance of the date of the pre-participation examinations for the athletes - informs Janice (in the health center) of the names and times/dates of the individual athlete's appointments. COACHES SHOULD TAKE A LEADERSHIP ROLE AND RESPONSIBILITY FOR SEEING TO IT THAT THE ATHLETES ACTUALLY KEEP THE PRE-PARTICIPATION EXAMINATION APPOINTMENT.
5. AGAIN - it needs to be emphasized that student-athletes must have a pre-entrance physical examination PLUS a pre-participation physical examination (the latter must be from the college's health center) prior to either practicing for or playing in athletic competition. To put it bluntly, a student can't practice with an athletic team or play with an athletic team without both examinations (pre-entrance and pre-participation).
6. The athletic trainers will have responsibility for either personally picking up the physical examination forms (or to see that a responsible substitute is assigned to pick up the forms) from the health center on a weekly basis. The health center is to notify the athletic trainers or the athletic director if any such forms are not picked up on a timely basis.
7. The athletic administrator assigned the responsibility for the eligibility check for student-athletes shall check on a timely basis with the athletic training personnel to ascertain that the student-athletes are eligible to practice/compete.
8. The athletic administrator assigned the responsibility for the eligibility check for student-athletes shall on a timely basis provide to the athletic director the completed NCAA and institutional eligibility forms for the athletic director's signature. The NCAA forms shall then be appropriately filed and/or sent to appropriate offices.
9. The college physician will take responsibility for notifying the athletic trainers if any student-athlete failed to pass a physical examination and thereby becomes not eligible for practice/competition (due to physical/mental reasons).

A complete and comprehensive policy and procedural manual has been compiled by the athletic training office of the Athletic Department and is on file within the training room and is made available to all appropriate individuals.

Competitive Season -- Athletic Training Rules And Regulations

1. Roster on file: a complete and up-to-date list of all athletes who will participate within a coach's sport shall be presented to the Head Athletic Trainer and to the Athletic Director prior to the first intercollegiate contest. No equipment will be issued until all necessary forms are completely filled out and on file.
2. Physical examination: every student-athlete must have a physical examination to qualify to compete or practice in intercollegiate athletics. The examination and subsequent clearance is to be completed by a member of the Student Health Center. (See Physical Examinations, page 94).
3. Students who have sustained injuries to any of the following areas: the head, neck, back, shoulder, knee, internal organs or recent (one year prior to becoming a candidate for the team) fractures, dislocations, or severe sprains are required to report these injuries to the Athletic Trainer or to the Team Physician. Student-athletes who have had an infectious disease during the previous calendar year must report this illness to the Athletic Trainer or the Team Physician.

   An athlete reporting such an injury or illness is subject to examination by the Team Physician or College Health Center prior to being given permission to become a team candidate. Failure to report such injuries or illness relieves the University and staff members of all liability in the event that the athlete sustains a subsequent injury or re-intry to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the University Team Physician.
4. Loss of one of any paired organ (example: eye, kidney, testicles, etc.) shall disqualify one from participation on any intercollegiate team sponsored by the College unless the athlete received written permission to participate from the College Team Physician and the Athletic Director.
5. Injury: the student-athlete is responsible to report to a representative of the athletic training staff all athletic injuries associated with athletic competition as soon as possible. The Athletic Trainer or his/her representative will make the necessary medical referrals as indicated. In the event of an emergency, the athlete is to report to or be taken to the Student Health Center or to the team physician or to security.

   The athlete should report the emergency incident to the Athletic Trainer as soon as possible. THE ATHLETE IS NOT PERMITTED TO SEEK MEDICAL ATTENTION WITHOUT PRIOR AUTHORIZATION FROM THE ATHLETIC TRAINER EXCEPT IN CASES OF EMERGENCIES.
6. Treatment: the training room hours shall be determined by the Head Athletic Trainer and posted periodically. Those athletes in season will be served first. Failure of an injured athlete to keep treatment appointments will be interpreted as unwillingness on behalf of the student to cooperate with the Athletic Trainer and the Athletic Department. The Head Coach will be informed of such an athlete.
7. Practice or game participation for an injured or ill athlete: decisions of the availability of an athlete for practice or game competition shall be the sole responsibility of members of the athletic

medical staff and/or the Athletic Trainer. Failure to comply with these decisions shall relieve the medical staff and the athletic training staff and the athletic coaching/administrative staff of further responsibility of the injured or ill athlete.

8. Dental Care: Refer to insurance section, page 81.
9. Contact lenses: the Athletic Department does not assume any responsibility for contact lenses. All athletes who wear contact lenses should have an extra pair on file with the athletic training staff during the season.
10. Personal illnesses: the Athletic Department assumes no responsibility for personal illnesses. Whenever possible, the Athletic Trainer and the Health Center should be alerted to an athlete who is ill.
11. Out-of-season injuries: The Athletic Department is not responsible for athletes who are injured out of season or in situations not related to in-season practices or competitive contests. This does not mean, however, that such injuries cannot be taken to the Athletic Trainer for discussion.
12. Insurance: the Athletic Department's insurance policy provides some coverage for injuries incurred as a direct result of an athlete's participation during the competitive season. Please refer to the insurance section of the department's handbook, page 72. The department strongly recommends that all student-athletes carry some form of health insurance policy of their own to cover any illness or injury sustained while not involved in intercollegiate athletics and which is not covered by the athletic policy.

Referral To Medical Specialists

If, in the opinion of the Team Physician or Athletic Trainer, an athlete should be referred to a medical specialist for consultation, the following procedure will be followed:

1. A conference will be held with the student-athlete in question to discuss the situation.
2. The athlete will be advised of the recommended specialist and given an opportunity to see one of his choosing, if desired. Insurance coverage may not cover part or all of the costs of seeing medical specialists in areas outside of specific geographical areas of New York.
3. The Athletic Trainer will make the appointment with the designated specialist if directed to do so by the Team Physician.
4. Transportation arrangements will be made by the Head Coach in consultation with the Athletic Trainer.

It is the responsibility of the entire coaching staff in each sport to support the athletic training staff and the Team Physician and the physicians to whom athletes are referred. It does absolutely no good to "bad mouth" physicians in area communities because a particular coach does not happen to "like them" or feels that specific "Clinics" elsewhere would be "the only route to go." Medical decisions shall be made by the Team Physician and athletic training decisions shall be made by the Athletic Trainer and coaching decisions shall be made by the various coaches and department administrative decisions fall upon the Athletic Director.

More harm than good might result from an overzealous attitude of individual coaches to get athletes back to competition when competent medical advise recommend otherwise -- regardless of whether the physician is located within 30 miles or at a distance of 300 miles. Remember the definition of an expert -- someone who works 30 miles "down the road."

Summary -- Medical Clearance To Participate

It shall be necessary for the student-athlete to follow the procedures and policies cited below regarding being certified as "fit" for athletic competition and practice.

1. Every student-athlete must have a physical examination TO COMPLETE OR PRACTICE ON AN INTERCOLLEGIATE ATHLETIC TEAM. This examination must be on file in the training room or the college health center BEFORE the candidate begins participation in any manner whatsoever. It shall be the direct responsibility of the Head Coach to insure this fact in cooperation with the Athletic Trainer.
2. All returning members of an intercollegiate team must complete and turn in a Medical Update Form before beginning participation.
3. All athletes who suffer an injury requiring treatment by the Brockport staff or medical personnel must pass a reexamination by the Team Physician or the Head Athletic Trainer (and the student-athlete must demonstrate complete recovery before the start of renewed participation in the sport in a competitive setting).
4. Exclusion of athletes because of physical disability will follow the guidelines set down by the American Medical Association Committee on Competitive Sports.

Liability For Injuries (Also see page 77, Insurance and page 81)

The College provides disaster insurance ($500.00 deductible) for medical expenses resulting from injuries sustained by athletes participating in intercollegiate athletes. Athletes must provide proof of first dollar coverage to take care of the deductible of the college's policy.

Insurance coverage -- if any -- is limited to cover only those injuries reported to the Athletic Trainer within one (1) day from the injury producing accident. Liability is further restricted to those injuries received during the athlete's season which in the opinion of the College Team Physician, Athletic Director and Athletic Trainer are DIRECTLY ATTRIBUTABLE TO PARTICIPATION IN INTERCOLLEGIATE ATHLETICS WHILE A FULL-TIME STUDENT AT THE COLLEGE AND WHICH ARE COVERED BY THE LIMITED COVERAGE POLICY THEN IN EFFECT.

The College and the Athletic Department shall be responsible only for those injuries sustained by bona fide athletic team members whose injuries are covered by the College's athletic insurance policy. In no instance shall the

College or the Athletic Department or the Coaching or Athletic Administrative Staff be responsible for any injury or expense which is not covered by the department's athletic policy. The student athlete assumes total responsibility for all costs over and above the amount paid by the available insurance coverage.

Student-Athlete Conduct

The primary purpose for attending SUNY Brockport is to secure the advantages and benefits accruing from the educational programs and experiences which the institution provides.

Thus, the prime responsibility is towards the successful meeting of all academic requirements. An athlete is expected to perform at his/her best in his/her sport, so that the individual is likewise expected to perform at the individual's best in all areas of the academic and social life of the college.

Although athletics is an integral part of a person's educational experience, it must never transcend one's educational purpose for choosing SUNY Brockport for one's advanced education. As a member of an athletic squad at SUNY Brockport, the student-athlete becomes a representative of the athletic department and the college. As such, each student-athlete is expected to assume certain responsibilities in addition to those expected of all students at the college.

1. It is expected that the student-athlete shall conduct himself/herself in such a manner as to bring credit to the individual, the athletic department, and the college. All student-athletes are to conduct their lives on and off the campus in such a fashion as to bring credit and honor to themselves, their families and to the institution at all times. Proper dress, grooming, language, and actions will enhance the image of SUNY Brockport.

2. Progress toward graduation at SUNY Brockport can be accomplished by taking the normal academic load and the appropriate classes each quarter. Attendance at all classes is vital. The athletic department's goals is to see that each student-athlete successfully completes his/her coursework and receives the coveted degree, within a reasonable time span, that the student-athlete is working towards at the institution.

3. Since the action of one individual can reflect upon the entire institution, the team and the athletic department, it is the duty of each member of the squad to discourage irresponsible conduct on the part of a teammate. Athletes are expected to practice good sportsmanship during all practices and games. Coaches are expected to forbid "hot-dogging" or poor behavior at all times.

4. No athlete shall abuse drugs of any type. Failure to abide by this rule will result in immediate disciplinary action.

5. Each athlete is personally responsible to the college for the care of equipment and apparel that is provided in each sport. SUNY Brockport has a policy of purchasing the finest equipment available in order to protect the athlete and to enable each athlete to perform to the best of the individual's ability. Therefore, equipment and supplies should not be abused at any time. Under no condition should equipment or apparel be appropriated for personal use. All equipment and

supplies are to be returned to the Equipment Manager or appointee as soon as the season is completed or when it is requested to be returned.

6. Members of the traveling squad are to be properly dressed and groomed at all times. The coach will inform the team members on how to dress for home and away contests.

7. Team members will travel, room and eat with the team unless the Head Coach and/or Athletic Director approves of other arrangements prior to the trip. Members of the traveling party must be on their best behavior at all times. Any exception to this rule will be cause for suspension or dismissal from the squad.

8. The Head Coach of each sport -- and through the coach the Athletic Director -- is responsible for the actions of all athletes. Any athlete may be removed from the squad at the discretion of the Head Coach and Athletic Director for conduct detrimental to the team and/or SUNY Brockport.

   An old time "rule of thumb" might be appropriate here. WHEN THE INDIVIDUAL HURTS HIMSELF/HERSELF THE COACH SHALL ATTEMPT TO KEEP THE INDIVIDUAL. WHEN THE INDIVIDUAL HURTS THE TEAM AND/OR THE UNIVERSITY, THE INDIVIDUAL REMOVES HIMSELF/HERSELF FROM THE ATHLETIC PROGRAM.

9. The student-athletes must acknowledge that any team, to be successful, must be well coached, highly disciplined, and composed of players who take great pride in individual and team performance. Each participant must dedicate himself/herself to the proposition that the success of the team is more important than individual, personal glory. As a result, the individual student-athlete, as an individual involved in athletics at SUNY Brockport, must be willing to make personal sacrifices for the good of the "team."

10. For those individuals willing to accept the responsibilities necessary to be an athlete at SUNY Brockport, the end result shall be that those persons shall leave the college environment better persons. Hopefully, as a result of such athletic participation, these individuals will also possess qualities which will benefit them for the rest of their life.

Disciplining Of Players

1. Any severe disciplinary (dismissal, suspension, etc.) action taken against a team member of members shall be reported in writing to the Athletic Director within 24 hours of the action imposed by the individual coach.

2. The dismissal or suspension of any team member should be discussed with the Athletic Director prior to the disciplinary action whenever possible. The reasons for dismissal or suspension must be adequately documented -- and reported in writing -- to the Athletic Director.

3. No statement will be made to any segment of the news media concerning the disciplining of any team member before it is cleared with the Athletic Director. If it is felt that a statement is necessary it will be released through the Sports Information Director after approval from the Athletic Director.

4. An athlete who has a grievance that has not been settled to his/her satisfaction by the coach shall have the privilege of discussing the grievance with the Athletic Director, and through the Athletic Director with the Dean of Arts and Performance.

5. All coaches are expected to familiarize themselves with the statement of policy concerning Due Process for student-athletes. This statement is provided below.

   Each student, student-athlete and staff member shall be granted due process. Any individual (student or employee) who believes he or she has been discriminated against, denied a benefit or right, denied due process, or excluded improperly from participation, in any department (PE/S) educational program or activity, may lodge a formal grievance within the PE/S department by following the procedures cited below.

   The department encourages the use of pregrievance meetings with appropriate staff members and/or the Departmental Administrator prior to the filing of a formal grievance with the Chairperson/Athletic Director.

Formal Grievance Procedures

1. Submit a written complaint to the Chairperson/Athletic Director, Dr. William F. Stier, Jr., SUNY Brockport, Tuttle North, Brockport, New York 14420 with specific details and corresponding dates being a part of that specific presentation.

   Within ten working days of the filing of the grievance, the Chairperson/Athletic Director shall -- after gathering available facts -- provide a written grievance answer to the complainant.

   If the complainant is satisfied the situation is "closed."

2. Following the written response outlined in (1) above, the complainant, if still not satisfied, has five days in which to appeal in writing to the Chairperson/Athletic Director and to request a conference with the Chairperson/Athletic Director or his designee. Said conference shall be at a mutually agreed upon time and place. The results of such a conference shall be put in writing by the designee of the Athletic Director/Chairperson or by the Athletic Director/Chairperson himself. The written results of the conference shall be forwarded to the complainant within five working days following the conference. This hearing is an informal hearing and may be continued by mutual agreement of the complainant and the Chairperson/Athletic Director.

   If the complainant is satisfied the situation is "closed."

3. If the complainant remains unsatisfied after completion of step (2) cited above, the matter may be further referred by the complainant within ten days an appeal in writing to the Dean of the School of Arts and Peformance citing the reasons supporting this final appeal.

   A meeting, at a mutually agreeable time, (but no later than within two weeks) will be scheduled between the Athletic Director, the complainant, and the Dean of Arts and Performance. Additional persons may be present for fact finding and clarification. A written summation of that meeting and possible solutions will be furnished to the complainant no later than ten working days following this meeting.

   The decision of the Dean of Arts and Performance shall "close" the situation.

Code Of Conduct And Appearance

Codes of Conduct and Appearance shall be formulated by each athletic squad in collaboration between the coach(es) and squad members (subject to approval of the Athletic Director) prior to the start of the season. Once developed, the rules and code shall be adhered to and are enforceable by the coach(es).

Student-Athlete Regulations

Participation in the intercollegiate athletic sports program at SUNY Brockport by a student-athlete is an important facet of a young person's college career. Athletics are somewhat unique due to the fact that success in team (and so-called individual) sports is based upon cooperation, loyalty, discipline, and a close relationship between player and coach.

To benefit completely and contribute extensively, a player must be willing to make personal sacrifices for the betterment of the team. Although a coach at SUNY Brockport should always be interested and concerned with the academic and athletic progress of each student-athlete, the coach must at times place the welfare of the entire team before the personal interests of a single student-athlete or coach. It is within this framework that standards for athletic competition/participation have been established.

Each SUNY Brockport student-athlete should read and fully understand each of the following statements.

Eligibility Of Athletes

A student-athlete may be suspended, dismissed or declared ineligible for intercollegiate competition for the following reasons:

1. Failure to participate in practice sessions or carry out assignments as set by the coach (training regulations, etc.).
2. Failure to participate in a scheduled athletic contest.
3. Voluntary withdrawal from the team or lack of a physical examination.
4. Failure to attend classes as prescribed by Departmental or college policy. Failure to be a full-time student (12 semester hours).
5. The violation of SUNY Brockport's rules and regulations as they pertain to the student body.
6. Failure to observe the general standards of appearance as established by the coaches and players in cooperation with the Athletic Director.
7. Participation in an activity which disrupts a college sponsored activity.
8. Conviction of a serious crime (felony), or repeated misdemeanors.
9. Harassment of the coach, team, or employee of the college.
10. Failure to regain good standing and rejoin the team after being suspended for conduct or appearance not acceptable to the coach.

The coach's decision to suspend or dismiss on grounds other than above, is appealable to the Athletic Director, and through the Athletic Director, to the Dean of the School of Arts and Performance.

Office Procedures

General Information

The central departmental office/receptionist area will have the following business office hours (during the entire calendar year):

Monday through Friday: 8:00 a.m. to 5:00 p.m.

It is understood that athletic activities require many hours at night and on Saturdays and Sundays. Thus, there will necessarily be some irregularity in the office hours of individual staff members. It shall be the goal of the department to have student employees assist in staffing the receptionist area at various times to meet the needs of the college community.

The important thing is that the individual assignments within the department are completed on time and in an adequate fashion. Staff members shall have on file at the receptionist desk at the start of each semester a copy of the staff member's teaching hours (if any) and office hours.

It is imperative that the office secretary is aware of each staff member's whereabouts in case that an individual must be reached. Adherence to this policy is necessary if the effectiveness and efficiency of the academic and athletic arenas are to remain at a significant level. Any day that a staff member will not be in one's office, the receptionist should be made aware of this fact and steps should be taken so that one's tasks are "covered" within the department.

Remember, it is embarrassing indeed to tell someone that an individual is in their office when they are in some other part of the building during a week day or elsewhere on campus. If one plans to be away from the office or building for an extended period of time, one should attempt to leave a number where s/he can be reached. Or, one should inform the receptionist of the anticipated return time. THIS IS A VERY IMPORTANT PRACTICE.

Telephone Messages And Calls

Phone calls for coaches should be made directly to the coach's office telephone. If the coach is not in, a message will be taken and placed in their mail box. It is suggested that the mail box be checked for mail and messages. When phone messages are received, they should be returned promptly within 24-48 hours.

Long distance calls of a personal nature are permitted but the cost of such calls shall be paid for by the staff member by giving the athletic budget coordinator the appropriate reimbursement at the end of the month, when the billings are sent to each staff member. No students are allowed long distance use of college telephone via the coach's billing number.

Monthly telephone service represents one of the largest items in the monthly athletic administration budget. It is, therefore, recommended that all staff members keep not only the number, but the length of the long distance calls to a minimum.

Specific Events And Announcements

If a staff member is associated with a special event and there has been either a change or a cancellation (including practices), it is essential that the appropriate receptionist is notified. When phone calls come into the department, the receptionist shall then be in a position to adequately and promptly respond to questions regarding the special events without having to bother the individual staff member.

Office Supplies

If office supplies are needed, a request form should be filled out and put in the stenographer's office in the appropriate place. The supplies will then be put into your mail box.

Work Requests - Facilities

To request assistance in terms of facilities, the contact person is the Facility Coordinator. A note in the appropriate mail box or a note given to the athletic secretary will alert the Facility Coordinator to your need(s).

Work Requests - Secretarial Staff

To request work to be completed by the secretarial staff, a request form should be filled out and attached to the work to be done. This includes typing, copying.

For mass mailings, fill out a secretarial request form with letter to be typed. This will be sent to the Document Preparation Center. You then submit a list of names and addresses or use the High School Coaching Directory to code which schools you want sent to. Note if you wish to have the letters sent to a specific coach.

Place all requests in the "pool" trays located behind the receptionist.

Secretaries are available to complete tasks which should be completed in a confidential manner or which require the highly technical skills of a professional using sophisticated tools and equipment. Other tasks not requiring sophistication might be completed adequately by student employees assigned to the department. Of course, individual staff members possessing competency in secretary skills should be able to adequately and willingly perform many tasks (typing, for example) for themselves.

Government Regulations

Title IX

The SUNY Brockport Athletic department and the athletic program shall adhere to all of the provisions of Title IX.

No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be treated differently from another person or otherwise be discriminated against in any intercollegiate, club or intramural athletic program at SUNY Brockport.

Section 504 Of The Rehabilitation Act Of 1973, As Amended

The athletic program shall follow all of the provisions of Section 504 of the Rehabilitation Act of 1973.

Specifically, Section 504 provides that:

1. there be no discrimination on the basis of handicap
2. opportunities for full participation be available, and that the institution be flexible and exercise common sense in eliminating program barriers that do exist in individual instances
3. program accessibility is the key to Section 504 in that all programs, activities, and services must be accessible to handicapped persons, and
4. the handicapped person has a right to function in the "most integrated setting appropriate."

Affirmative Action Compliance Statement

The State University of New York College at Brockport, in compliance with Federal and State regulations regarding equal opportunity in employment, admissions, and treatment of students and employees, prohibits discrimination on the basis of race, creed, color, religion, sex, age, marital status, and handicap.

The Affirmative Action Program forbids discrimination in employment opportunities and in the conduct of College services, programs, and activities.

Section 224-a of the Education Law of the State of New York

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which said institution of higher education is located for the enforcement of his rights under this section.

7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the state university of New York or of the board of higher education of the city of New York or any community college.

Privacy Protection Law

The Personal Privacy Protection Law requires this notice to be provided when collecting personal information from individuals. The information on the Eligibility form will be used by SUNY College at Brockport to determine NCAA athletic eligibility. The authority to request this information is found in the Family Educational Rights and Privacy Act of 1974. The information sought will be maintained in the Athletic Department. The official responsible for the maintenance of this information is the Athletic Operations Manager at the SUNY College at Brockport, Brockport, NY 14420.

Education Law

224-a. Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.

6a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.

7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the state university of New York or of the board of higher education of the city of New York or any community college.

Appendix I

Athletic Staff Members Biographical Information

Full Name:____

Position & Title:____

Date and Place of Birth:____________________________________

Education: (include degree(s), major, institution, dates attended and graduated)

1. High School____
2. College(s)____

   ____
3. Graduate Work____

   ____

   ____

Previous Coaching and Employment (position, location, years)

____

____

____

Listing of Honors and Achievements in Teaching, Coaching and Administration (include the year the honor was received)

____

____

____

____

College Athletic Background (include sports, letters, honors, records, etc.)

____

____

____

Parents: (include name and address; if deceased, please indicate)

____

Publicity Outlets: (what newspapers/TV/Radio outlets should be kept aware of your activities?)

____

____

____

Marital Status: __________ Family: (include spouse's name and names and birth dates of all children) _______________

____

____

Additional Information: (use other side if necessary)

Appendix II

Athletic Questionnaire

The information requested here will be used in compiling press books, releases, etc., should your performance merit supplying information to press, radio and TV. If you do not provide the information, the Sports Information Office may not be able to share such information with the news media. For that reason, it is recommended that you answer those questions which you would not mind having shared with the media.

Name: (as you wish it to appear in releases and publications)

Full Name:____________________________ Home Town:__________

Height:_____ Weight:_____ Date (MO.DAY.YR.) of Birth______

Parent's Names: Father_______________ Mother_______________

(If parents are separated or divorced, or one is deceased, please note on back)

Parents' Home Address:____

Brothers and Sisters: (give names and ages)__________________

____

High School Attended:_______________ Sports:_________________

Coach(es): (list coach for each varsity sport played)_________

____

Varsity letters in each sport:________________________________

List the honors you won in your primary sport(s). Please be honest. It is indeed embarrassing to claim to have been something you were not and then to have it appear in print for all your friends to see. (MVP, captain, all-league).

____

____

Appendix II - Page Two

Individual and/or team statistics (won-lost, averages, championships, etc.)

____

College:______________________ Major:________________________

Personal Hobbies:_____________ Church Membership:____________

Daily Newspaper(s) in home town:_______________________________

Weekly or Area Newspaper(s):__________________________________

Sports Columnists: (list by paper)_____________________________

What colleges/universities did you seriously consider other than Brockport?

____

Has either parent or a brother or sister attend Brockport?

If so, who and what years?

I hereby authorize the Registrar to release by grades directly to the Athletic Department for any reasonable purpose while I am an athlete. I understand that these records will be used with discretion and with no intent of malice toward me, the student-athlete. I also authorize the Athletic Department to release such information pertaining to my athletic status at Brockport as may be required for reporting and publicity purpose.

Signature:_____________________________ Date:_______________

Please provide any additional information regarding your athletic activities on the back of this sheet as well as other facts of possible news interest.

Appendix III

END OF SEASON REPORT

SPORT__________________________ COACHES SIGNATURE____________

ACADEMIC YEAR__________________ DATE OF REPORT_______________

1. Number of students who tried out for team who were "walk ons"? __________
2. Number of recruited students who tried out for team? __________
3. Number of "walk ons" who made team? __________
4. Number of recruited students who made team? __________
5. Number of final team members? __________
6. If any individuals LEFT team or were DISMISSED, please provide details on back of form or on attached sheet. Did any athletes leave team or were any dismissed? __________
7. Submit a correct final roster with this report along with the recommendations of "awards" and/or special "distinctions" (such as most valuable, etc.). Is such data attached? __________
8. Please indicate whether there were any serious/major problems or difficulties at any time during the season:

   ____

   ____

9. Please provide highlights of the past season: (include records broken/tied on this sheet or attached sheet).

   ____

   ____

10. Number of athletes returning next year and their year in school as of next year:

    Sophomore_____ Junior_____ Senior_____

11. Number of athletes who graduated or who will not be returning. ______

12. Recommendations and Suggestions______

______

______

13. Recruiting plans for next year - be specific______

______

______

14. General comments on your effectiveness this season: the effectiveness of your "charges"; the success or lack of success this past season; the potential or likelihood of success in the immediate future -- next 3 years.

______

______

______

______

______

______

______

15. Provide summary of contests played, results and final standings on attached sheets. Is such information provided?

______

Appendix IV

ATHLETIC ITINERARY FORM

This form must be handed in when you pick up your travel sheets and cash advance.

Form

Date________________________ Team____________________________

Travel Squad

This form is to insure that we know who is traveling with your team in case of an emergency.

Appendix V

STATEMENT OF AGREEMENT BY STUDENT-ATHLETE

I have read and understand the STUDENT-ATHLETE CONDUCT statement and the statement regarding ELIGIBILITY OF ATHLETES. I agree to abide by all of the stipulations set forth in these documents and in other college publications.

I also agree to return all Athletic Department equipment and supplies and items of clothing within one week after the conclusion of the sport or upon request.

I acknowledge receipt of the insurance information sheet describing the insurance coverage available to student-athletes.

In addition, I hereby authorize the registrar to release my grades directly to the Athletic Department for any reasonable purpose while I am a student. I understand that these records will be used with discretion and with no intent of malice toward the undersigned.

I also authorize the Athletic Department and Sports Information Department to release such information pertaining to my athletic status at Brockport State as may be required for reporting and publicity purposes.

I acknowledge receipt of the ATHLETIC TRAINING RULES AND REGULATIONS and agree to abide by these stipulations at all times.

Date:__________________ ____________________________________

Name of Student-Athlete

Appendix VI

SPORTS INFORMATION DIRECTOR PLAYER PROFILE QUESTIONNAIRE

Please Print Sport____________________

Name____________________ Nickname________________
last first

Birth Date__________ Social Security #______________

Height_____Weight_____Sex_____Pos._____Number_____

Local Address____________________ Phone__________

Hometown______________________________
Street City State Zip

Marital Status__________ Children's Names & Ages__________

Wife's Name______________________________

Parent's (Mr & Mrs)______________________________

Address______________________________
Street City State Zip

Hometown Papers (Weekly, Daily, Etc.)

____________________ ____________________
Name Name

____________________ ____________________
City State City State

High School Attended____________________ Year Graduated_____

____
Street City State Zip

High School Sports 1)______________________________

2)______________________________________

3)______________________________________

Honors)____________________________________

Player Profile Questionnaire - Page 2

Colleges other than Brockport________________________________

Sports____

Honors____

Year in School at Brockport FR SO JR SR Major_____Minor______

Career Aspirations____

Years of Participation of this sport at Brockport____________

Other Activities at Brockport (e.g. Another varsity sport, clubs, stylus, WBSU etc.)

Appendix VII
STATE UNIVERSITY OF NEW YORK
COLLEGE AT BROCKPORT

NCAA/ECAC/SUNYAC/INSTITUTIONAL ELIGIBILITY STATEMENT

Directions: This eligibility statement should be completed in the presence of your coach after receiving necessary directions, definitions, etc. from him/her. You must return all materials directly to coach immediately upon completion. This form cannot be processed, nor can you be certified eligible to compete without all information completed. If you are unable to fully complete any item, please discuss it with your coach at the time you return the form to him/her. All information requested must be provided accurately and legibly (Please print).

NAME:________________________________ SPORT________
Last First Middle

SOC. SEC. NO.____________________ SEASON/YEAR________

HIGH SCHOOL______________________ DATE OF GRADUATION____
Name mo/yr

HS. LOCATION_______________ HS. GRADE POINT AVG.________
town/city/state

DATE OF FIRST ATTENDANCE AS A FULL TIME STUDENT AT ANY COLLEGE

____
mo/yr

DATE FOR FIRST ATTENDANCE AS A FULL TIME STUDENT AT BROCKPORT

____

TOTAL NUMBER OF YEARS OF PREVIOUS INTERCOLLEGIATE PARTICIPATION IN THIS SPORT____________

TOTAL PREVIOUS YEARS OF THIS SPORT AT BROCKPORT____________

TOTAL NUMBER OF CREDIT HOURS FOR WHICH YOU ARE CURRENTLY OFFICIALLY REGISTERED____________

LIST IN ORDER OF ATTENDANCE, ALL COLLEGIATE INSTITUTIONS, OTHER THAN BROCKPORT, WHICH YOU HAVE ATTENDED SINCE GRADUATION FROM HIGH SCHOOL:

Institution	Type of School (SR/JC/ Other)	Date First Attendance	Degree And(Or) Date Earned	Date Official Withdrawal	Did You Participate in this sport?
					Yes_____No______
					Yes_____No______
					Yes_____No______

Have you received a previous waiver of the NCAA residence requirement upon transfer?

Yes_____No_____

---

for office use only
Eligibility Forms (Complete)________________
Registered Full Time______________________
Bill Paid_____________________________
Made Normal Progress____________________
Insurance Info complete__________________
Athletic Physical Comp.__________________

IMMEDIATELY PRIOR TO ENROLLING AT BROCKPORT, DID YOU ATTEND A JUNIOR COLLEGE? Yes_____No______ DID YOU EARN A DEGREE Yes_____No______ IF NOT, GIVE NUMBER OF CREDIT HOURS ACCEPTED BY BROCKPORT________, AND GRADE POINT AVERAGE FOR THE ACCEPTED TRANSFER CREDITS_______(GPA). SINCE YOUR ENROLLMENT AT BROCKPORT, HAVE YOU BEEN IN CONTINUOUS ATTENDANCE? YES_____NO_____(IF NO, GIVE DATES OF SEPARATION________ __________(mo/yr) AND DATE OF RE-ENTRY_______________(mo/yr).

SINCE ENROLLING IN A COLLEGIATE INSTITUTION FOR THE FIRST TIME, HAVE YOU BEEN ON ACTIVE MILITARY DUTY? YES_____NO_____(IF YES, GIVE DATE OF INDUCTION ___________.

BRANCH OF SERVICE__________________DATE OF DISCHARGE___________.

HAVE YOU EVER SIGNED OR ENTERED INTO ANY WRITTEN OR ORAL AGREEMENT WITH A PROFESSIONAL TEAM OR A REPRESENTATIVE OF A PROFESSIONAL TEAM? _____Yes_____No.

HAVE YOU SINCE GRADUATION FROM HIGH SCHOOL AND PRIOR TO ENTERING COLLEGE, PARTICIPATED IN AN ALL-STAR FOOTBALL OR BASKETBALL GAME? YES______NO_____(IF YES, GIVE NAME OF GAME______________________, LOCATION___________________________ DATE_________________.

ARE YOU PRESENTLY RECEIVING FINANCIAL AID FROM SUNY BROCKPORT?
YES______ NO_____ (IF YES, LIST EACH SOURCE AND THE AMOUNT OF AID RECEIVED)

SOURCE	AMOUNT
________________________________	_____________________________
________________________________	_____________________________
________________________________	_____________________________

I certify that the information given by me above is correct and complete. I know of nothing in the rules of the National Collegiate Athletic Association, the Eastern College Athletic Conference, the State University of New York Athletic Conference or the College at Brockport which makes me ineligible to compete in intercollegiate athletics at State University of New York, College at Brockport. I understand that any false statement made by me on this eligibility statement may render me ineligible for any further intercollegiate participation conducted under the auspices of the NCAA, ECAC, SUNYAC, and the State University of New York College at Brockport.

DATE___________________ SIGNATURE______________________________

PERMANENT ADDRESS____

____

PHONE NUMBER________________________________
Area Code

LOCAL ADDRESS____
in Brockport Dormitory or street

____
Town Telephone Number

Appendix VIII

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
STUDENT-ATHLETE STATEMENT

1984-85 Academic Year

____
Name of Institution

I, ____________________________________, certify the following:

1. This statement has been administered to me by my institution's director of athletics;

2. I reviewed in detail the NCAA Rules and Regulations Information Sheet, which I understand is a summary statement of NCAA Constitution 3-1, 3-3, 3-4, 3-6 and 3-9, and Bylaws 1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-8, 1-9, 1-10 and 4-1;

3. I was given the opportunity by my director of athletics to ask any questions with regard to these regulations and to review the actual regulations and the official interpretations thereof in the NCAA Manual;

4. To the best of my knowledge, I am eligible for athletics participation under these regulations and I was not recruited contrary to NCAA regulations by my institution or any representative of its athletics interests;

5. I am not aware of any violations of NCAA regulations involving me and my institution;

6. I have revealed any involvement on my part in organized gambling activities, both past and current, concerning intercollegiate athletics competition, including any solicitation made to me in this regard, and

7. I understand that under the provisions of Constitution 3-6-(a) and 3-9-(d) I may jeopardize my eligibility to participate in intercollegiate athletics competition by falsely or erroneously signing this certification statement.

____________________________________ ______________
Signature of Student-Athlete Date

____
Home Address

I understand that this Student-Athlete Statement is part of my education records under the Family Educational Rights and Privacy Act of 1974 and may not be disclosed without my consent. I hereby consent to the release of said statement, and any other papers, documents or information obtained by my institution pertaining to the matters referred to therein, including any transcript of my high school or junior college grades and my academic record at this or other four-year institutions and any records concerning my financial aid, only to authorized representatives of this institution, its athletics conference (if any) and the NCAA, and only for the purposes of determining my eligibility for intercollegiate athletics, my recruitment by this institution and my eligibility for athletically related financial aid.

________________________________ __________

I have administered this statement after providing the student-athlete: (1) a copy of the NCAA Rules and Regulations Information Sheet; (2) an opportunity to ask any questions and receive answers thereto with regard to NCAA regulations, and (3) an opportunity to review NCAA regulations and the official interpretations thereof in the NCAA Manual; further, to the best of my knowledge, the student-athlete's certification on this form is true and correct, and the student is ____________________________(eligible or ineligible) to participate in the sport or sports of intercollegiate ____________________________; finally, I am not aware of any additional information concerning the student-athlete that would result in ineligibility under NCAA legislation or constitute a violation of NCAA regulations on the part of the student or this institution.

________________________________ __________
Signature of Director of Athletics Date

I have reviewed the student-athlete certification on this form and to the best of my knowledge the student's certification is true and correct; further, I am not aware of any additional information concerning the student-athlete that would result in ineligibility under NCAA legislation or constitute a violation of NCAA regulations on the part of the student or this institution.

________________________________ __________
Signature of Head Coach Date

[Note: The institution should retain this completed form in its files until one calendar year after the date on which the student-athlete's eligibility for intercollegiate athletics under NCAA legislation is exhausted.]

The National Collegiate Athletic Association
Mission, Kansas WB:dlr August 8, 1984

Appendix IX

State University of New York

COLLEGE AT BROCKPORT

Department of Intercollegiate Athletics

Student-Athlete's Insurance Acknowledgement and Certification

I, ______________________________(Name), understand that in trying out for, practicing for, competing in, and/or traveling off campus for competition in intercollegiate ______________________________(Sport), I am provided with $10,000 in sports accident insurance, subject to a $500 deductible amoutn per accident.

I accept full responsibility for paying medical expenses not covered by the above mentioned sports accident insurance. In addition, as required by Board of Athletic Control policy, I certify that I have and will maintain throughout my participation medical insurance to cover same, with the ______________________________ (Insurance Co.), in policy number ____________________.

Date:________________ Signature:________________________

Revised 10/23/78

Appendix X

Athletic Team Fund Raising Request

Name of Team____

Coach or other Person Responsible__________________________

____

Nature of Fund Raising (Be Specific):

Amount Needed to Raise______________________________

Length of Duration of Solicitation____________________

____

Who will be solicited_________________________________

____

____

____

Where will solicitation be conducted__________________

____

____

____

What fund raising activities will be pursued (Raffles, Cookie sale, Candy sales, etc.)______________________

____

____

____

Purpose of fund raising______________________________

____

____

____

Method of Accounting to be used______________________

____

____

Request Review: Approved______________________________

Disapproved___________________________